

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO


COURSE OUTLINE

Course Title: LEGAL SHORTHAND
Code No.: SHD 215 SHD 225
Program: SECRETARIAL
Semester: THREE AND FOUR
Date: JUNE 198 ^
Author: ROSE CAICCO

New:

Revision:

APPROVED:


Chairperson

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Date

LEGAL SHORTHAND AND TRANSCRIPTION
Course Name

SHD 215 - 225
Code No.

PREREQUISITE:

SHD 120 is a prerequisite to SHD 215.
SHD 215 is a prerequisite to SHD 225.

GENERAL OBJECTIVES:

To further develop the ability to transcribe MAILABLE letters at increasing rates of speed.

To further intensity application of correct ENGLISH.

To develop the student's legal vocabulary suitable and skilled enough to be comparable with that of a lawyer.

To expand the student's ability to write specialized legal dictation and to transcribe shorthand notes rapidly and accurately into MAILABLE correspondence and/or legal documents.

SPECIFIC OBJECTIVES:

At the completion of the third semester, the student will pass a transcription test consisting of approximately 250 words of legal matter dictated at a minimum of 80 words per minute.

The student will pass a transcription test at the completion of the fourth semester consisting of approximately 500 words dictated at a minimum of 100 words per minute.

The student will transcribe the above-mentioned tests at a typewriter in no more than 60 minutes and produce a MAILABLE copy.

Work will be assigned on a daily basis from the text by the instructor and it will be the student's responsibility to know thoroughly, in shorthand, all vocabulary pertinent to such assignments.

Legal shorthand and transcription will be closely correlated with the subject material studied in Legal Office Procedures in order to give the student a better understanding of correspondence, legal documents, etc. and the related shorthand outlines.

STUDENT EVALUATION:

All transcription is based on new material and no previews are given.

Final grades will be based on TEN items which the student will be required to pass. A pass grade is 98%.

STUDENT EVALUATION - CONTINUED

Errors include:

- deviation from dictated material
- misspelled words
- major punctuation errors
- incorrect use of capital letters
- unacceptable erasures

AN AUTOMATIC "I" WILL BE GIVEN TO ALL MATERIAL WITH PROOFREADING ERRORS.

Students are urged to strive for perfect copies.

Students who are having difficulty meeting the speed requirements are urged to spend more time in the laboratory.

Other considerations will be:

- homework
- attendance
- ability to follow instructions
- effort put forth to improve
- practice of good work habits

The final grade will be determined by the foregoing as well as the following speeds:

SEMESTER III

120 wpm - A
100 wpm ~ B
80 wpm - C

SEMESTER IV

130 wpm - A
115 wpm - B
100 wpm - C

TEXT:

Semester III

Building Your Career in Pitman Shorterhand - Pitman Publishers.

Semester IV

Legal Studies. To Wit: Basic Terminology and Transcription

- Wanda Walker Roderick.

TIME:

4 periods per week.