

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

COURSE OUTLINE

Course Outline: SKILL MAINTENANCE SHORTHAND

Code No. SHD 212

Program: SECRETARIAL

Semester: THREE

Date: SEPTEMBER, 1985

Author: ROSE CAICCO

New:

Revision: X

APPROVED:

 4/2/85 <V2.-7

Chairperson

Date

Skill Maintenance Shorthand

Course Name

SHD 212

Course Number

PHILOSOPHY/GOALS:

To maintain a skill level of shorthand which will be acceptable in offices where shorthand is not a major requirement but where it is considered to be an asset in one's work.

To initiate new outlines while taking dictation. To take shorthand notes from office style dictation. To transcribe from notes rapidly and accurately, using proper punctuation, spelling and grammar, with emphasis being placed on producing mailable copy.

To understand the meaning and importance of the content of business letters.

To develop the proper attitude and good work habits necessary in order to be successful in business.

A thorough knowledge of basic principles

Dictation goal is 70 - 110 wpm.

METHOD OF ASSESSMENT (GRADING METHOD);

At the completion of each semester, the student will pass TEN items of unreviewed material, with grades being assigned as follows:

Semester I:	A	90 wpm	Semester II:	A	110 wpm
	B	80 wpm		B	100 wpm
	C	70 wpm		C	90 wpm

TEXTBOOK(S): Shorterhand Skills for the Future

OBJECTIVES:

The first period of the week will be used for drilling, with the instructor dictating at various speeds.

The second period will be for transcription. The instructor will dictate letters at various speeds and the students will transcribe their notes at the typewriter.

NOTE: Dictionaries are necessary for all transcription classes.

TIME: 2 periods per week