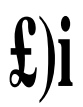


SAULT COLLEGE OF APPLIED ARTS S TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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SEP 28 1992



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COURSE OUTLINE

Course Outline: SHORTHAND

Code No.: SHD 100

Program: OFFICE ADMINISTRATION

Semester ONE

Date : SEPTEMBER, 1986

Author JOAN MOORE

New: Revision:

APPROVED: 
Chairperson

Vh-nu-l^
Date

SHORTHAND SHD100

PREREQUISITE - None

GENERAL OBJECTIVES

- to develop in the student a thorough understanding of the theory of Forkner Shorthand
- to develop in the student good techniques of writing Forkner Shorthand
- to develop/increase the student's ability to apply the theory of Forkner Shorthand to all vocabulary presented
- to develop/increase the student's ability to read familiar/unfamiliar shorthand plate at an introductory speed
- to develop/increase the student's ability to write shorthand notes from unfamiliar dictation
- to develop/increase the student's ability to transcribe MAILABLE letters at increasing rates of speed

SPECIFIC OBJECTIVES

By the completion of the first semester, the student will be able to:

- have a good knowledge of the theory of Forkner Shorthand
 1. match correct outline with corresponding phonetic sound
 2. memorize the abbreviated shorthand outlines
 3. understand the advantages of phrasing
- use good techniques in writing Forkner Shorthand
 1. write correct outlines
 2. write legibly
 3. practice correct usage of steno notebook
- apply the theory of Forkner Shorthand to all vocabulary presented
 1. select correct shorthand outline, shortform or phrase
- translate shorthand outlines accurately and fluently
 1. read from shorthand plate randomly selected by the instructor from class text with 100% accuracy at a minimum rate of 120 wpm. on a piece of material

2. read from his/her own shorthand
- write Forkner Shorthand from dictation
 1. select correct shorthand outline, shortform or phrase
 2. write shorthand outlines from unfamiliar dictation (approximately 100 words in length) at a minimum of 50 wpm. and transcribe on the typewriter a MAILABLE copy
 - develop skills in shorthand, communication and typing to produce a mailable copy
 1. translate shorthand outlines
 2. select proper typing format
 3. proofread typewritten copy
 4. correctly apply the rules of English grammar and spelling

GRADE BREAKDOWN

A+	95 - 100%
A	89 - 94%
B	82 - 88%
C	75 - 81%
R	(Repeat) - below 75%

METHOD OF EVALUATION

1. Theory Tests (8)	60%
2. Letters (5) at 50 wpm. * C (80%) Letters (5) at 60 wpm. = B (85%) Letters (5) at 70 wpm. » A (90%) Letters (5) at 80 wpm. => A+(95%)	30%
3. Assigned homework, reading (individual testing by instructor) and tapes	10%

If a student does not obtain a 75% average on the theory tests but has successfully achieved the reading and transcription of the five required letters, the student may request a comprehensive challenge exam on the theory portion of the grade. To receive credit for the theory portion of the evaluation, the student must pass this challenge exam with 75%.

Theory tests will be a combination of vocabulary, shortforms, phrases, Forkner outlines to transcribe, and a letter to be dictated and transcribed.

The highest mark assigned a delayed test will be a C =75% unless instructor approves reason for test delay. Check with instructor as to method of requesting delayed test.

MARKING SCHEME FOR THEORY TESTS

Theory Words, Short Forms, Phrases - 1 point for each correct outline

Transcription of Outlines - 1 point for each correctly transcribed outline

Paragraphs - Deduct 1 point for each error in transcription and each longhand outline

MARKING CRITERIA FOR HOMEWORK OR OUT-OF-CLASS ASSIGNMENTS

1. Unless prior authorization has been received from instructor, all homework or out-of-class assignments must be submitted on assigned date or points will be deducted.
2. Students who are absent for any reason will be responsible for any theory covered during their absence. In addition, it is expected that students will use prepared cassettes to make up for absence from speed development classes.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED

1 point will be deducted for each unacceptable substitution, spelling error, or omission

1/2 point will be deducted for each major punctuation error or unacceptable erasure

(To calculate percentage - each word represents one point. Divide total number of points remaining after deduction for errors by total number of dictated words.)

e.g. 100 word letter =100 points; 2 error-point deduction would leave 98 correct words or 98%

NOTE

1. An automatic "I" will be given to all material submitted with a proofreading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

COURSE DURATION

Four 50-minute periods per week

MATERIALS REQUIRED

Forkner Shorthand for Colleges (Weber, Weber, Forkner)
Forkner Shorthand Skill Builder for Colleges (Weber, Weber, Forkner)
Comprehensive Forkner Shorthand Dictionary (Brown)
Shorthand notebooks (2)
Good quality ball point pens (2)
Typing paper - not corrassable bond
Erasing/correction materials
Standard dictionary

NOTE; STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS

STUDENT LOAN

Shorthand Tapes - Forkner Shorthand Theory and Speed Building Tapes

UNIT OBJECTIVES

Unit 1

The student will learn to write the sounds of long and short E and long I.

Unit 2

The student will learn to write the sounds of A, T and short I.

Unit 3

The student will learn to write the sounds of hard C and K, O, and soft C.

Unit 4

The student will build transcription skills.

Unit 5

The student will learn to write the sounds of U-OO, M, and MENT.

Unit 6

The student will learn to write the sounds of soft G and J, EN-IN-UN, and D or ED added to a root word.

Unit 7

The student will learn to write the sounds of W-WH, AWA- AWAY, and CON-COUN-COUNT.

Unit 8

The student will build transcription skills.

Unit 9

The student will learn to write the sounds of H, SH, and BE-DE-RE.

Unit 10

The student will learn to write the sounds of CH, TH, and hard S and Z.

Unit 11

The student will learn to write the sounds of NG-ING-THING, AD-ADD, and TRANS.

Unit 12

The student will build transcription skills.

Unit 13

The student will learn to write the sounds of NT-ND, AN, and DIS-DES.

Unit 14

The student will learn to write QU, INCL-ENCLOSE, and LY.

Unit 15

The student will learn to add S to root words and write EVER-EVERY.

Unit 16

The student will build transcription skills.

Unit 17

The student will learn to write ST and CITY-CITY.

Unit 18

The student will learn to write the sounds of OU-OW, OUT, and SELF.

Unit 19

The student will learn to write the sound of SHUN.

Unit 20

The student will build transcription skills.

Unit 21

The student will learn to write SP, CT and INSTR.

Unit 22

The student will learn to write RT-RD, and RITY.

SHORTHAND SHD100

Unit 23

The student will learn to write the sounds of OI-OY, NCE-NSE, and POST and POSITION.

Unit 24

The student will build transcription skills.

Unit 25

The student will learn to write FOR-FORE-FER-FUR, BILITY, LETTER-LITER.

Unit 26

The student will learn to write PRE-PRI-PRO-PER-PUR.

Unit 27

The student will learn to write AX-EX-OX and NGE.

Unit 28

The student will build transcription skills.

Unit 29

The student will learn to write SYS-SESS-SUS-SIS-CESS-CIS, SCRIBE-SCRIPT, and ULATE.

Unit 30

The student will learn to write CONTR, OVER-OTHER and UNDER.

Unit 31

The student will learn to write ELECTR, OLOGY, and ITIS-ICITIS.

Unit 32

The student will build transcription skills.