

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

COURSE OUTLINE

Course Outline: EXECUTIVE SHORTHAND

Code No.: SHD 300

Program: OFFICE ADMINISTRATION

Semester: THREE .

Date: SEPTEMBER, 1986

Author: ROSE CAICCO

New:

Revision:

APPROVED:



Chairperson

Date

EXECUTIVE SHORTHAND AND TRANSCRIPTION

SHD 300

Course Name

Code No.

PREREQUISITE:

SHD 200 is a prerequisite to SHD 300.

SHD 300 is a prerequisite to SHD 400.

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 vocabulary suitable and skilled enough to be comparable with that of a business office.

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

SPECIFIC OBJECTIVES;

At the completion of the third semester, the student will pass a transcription test consisting of approximately 250 words 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.

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
- 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 must spend more time in the laboratory.

The final grade will be determined by the following speeds:

SEMESTER III

120 wpm -- A+
110 wpm -- A
100 wpm -- B
90 wpm -- C

SEMESTER IV

130 wpm -- A+
120 wpm -- A
110 wpm -- B
100 wpm -- C

TEXT:

Semester III - Correlated Dictation & Transcription (Forkner & Pitman)
- Pitman Publishers (Supplied to Students)

Semester IV - Forkner Shorthand Integrated Dictation & Transcription -
Anderson/Ranier

TIME: 3 periods per week.