

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: SHORTHAND (SKILL MAINTENANCE)
Code No.: SHD212
Program: OFFICE ADMINISTRATION
Semester: THREE
Date: SEPTEMBER 1989
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New: Revision: X

APPROVED:



Chairperson



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SHORTHAND (SKILL MAINTENANCE)

SHD212

PREREQUISITES:

SHD 2U0 is a prerequisite to SHD 300.

GENERAL OBJECTIVES;

To further develop the ability to transcribe MAILABLE letters at increasing rates of speed or maintain the speed achieved in SHD200.

To further intensify application of correct ENGLISH.

To develop the student's ability to write dictation and to transcribe shorthand notes rapidly and accurately into MAILABLE correspondence.

SPECIFIC OBJECTIVES:

The student will use good techniques when writing shorthand.

- a) Write legible and precise shorthand outlines in regard to form and size.
- b) Create new outlines for commonly used words in specific areas.

The student will write shorthand at required minimum speed.

- a) Take verbatim shorthand from familiar and unfamiliar dictation.

The student will transcribe accurately and fluently from his/her own shorthand outlines.

- a) Use acquired communication and typing skills.
- b) Produce MAILABLE typewritten transcripts from unfamiliar dictation within a specified time.

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METHOD OF EVALUATION

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

The final grade for Semester Three will be based on TEN items which the student will be required to pass. Letters of higher speed may be combined with acceptable lower speeds to accumulate a pass at the reduced rate of speed. To be acceptable as a pass a grade on each letter of 98% must be achieved.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED

One point will be deducted for each unacceptable substitution, spelling error, or omission. One half 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 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.
3. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the student.

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FINAL GRADE will be determined by the following speeds:

SEMESTER III

90 wpm - A+

80 wpm - A

70 wpm - B

60 wpm - C

Semester-End Reporting:

A+ - Consistently Outstanding

A - Outstanding Achievement

B - Consistently Above Average Achievement

C - Satisfactory or Acceptable Achievement

R - Repeat - objective of course not achieved and course must be repeated

Mid-Term Reporting:

S - Satisfactory Progress

U - Unsatisfactory Progress

R - Repeat (objectives not met)

NR- Grade not reported to Registrar's Office. This grade is used to facilitate transcript production when faculty, because of extenuating circumstances, find it impossible to report grades by due date.

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COURSE DURATION;

Two 50-minute periods per week for semester duration.

MATERIALS REQUIRED;

Forkner Dictation and Transcription for Colleges, by Fleming/Boshart -
McCleary

OTHER;

Shorthand notebooks (2)
Good quality ball point pens
Typing paper - not corrassable
Erasing/correction materials
Standard Dictionary

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

STUDENT LOAN;

Shorthand Tapes - Forkner Shorthand Speed Building Tapes
DSS Tapes
Corporate Giants Dictate
DDC Tapes