

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

COURSE OUTLINE

Course Outline: SHORTHAND
Code No.: SHD100
Program: OFFICE ADMINISTRATION
Semester: ONE
Date: SEPTEMBER, 1990
Previous Outline Dated: SEPTEMBER, 1989
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New:

Revision:

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APPROVED:

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Dean, Business & Hospitality

Date

Sept 10

PREREQUISITE; None

PHILOSOPHY/GOALS;

- 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
 - a) match correct outline with corresponding phonetic sound
 - b) memorize the abbreviated shorthand outlines
 - c) understand the advantages of phrasing
- use good techniques in writing Forkner Shorthand
 - a) write correct outlines
 - b) write legibly
 - c) practice correct usage of steno notebook
- apply the theory of Forkner Shorthand to all vocabulary presented
 - a) select correct shorthand outline, shortform or phrase
- translate shorthand outlines accurately and fluently

SHORTHAND

SHD100

- a) 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
- b) read from his/her own shorthand
- write Forkner Shorthand from dictation
 - a) select correct shorthand outline, shortform or phrase
 - b) 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
 - a) translate shorthand outlines
 - b) select proper typing format
 - c) proofread typewritten copy
 - d) 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)

MID-TERM REPORTING :

- S - Satisfactory
- 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

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

METHOD OF EVALUATION:

1. Theory tests (8) 60%

2. Letters (3) at 50 wpm = C (80%)
Letters (3) at 60 wpm = B (85%) 30%
Letters (3) at 70 wpm = A (90%)
Letters (3) at 80 wpm = A+(95%)
These letters will be approximately 90 - 100 words in length and the dictation will be familiar material.

3. Assigned homework, reading (individual testing by instructor) and tapes 10%

If 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.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. **THERE WILL BE NO RE-WRITES OF TESTS.**

Any non-returnable tests which have been returned to the student for review only, must be returned at the end of the class or the student will be penalized 5 marks on the test grade received.

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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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 dates.
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.

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MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED;

5 points will be deducted for a proofreading error.

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:

Shorthand notes with longhand in them will cancel letter's eligibility.

SHORTHAND

SHD100

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)
Shorthand notebooks (2)
Good quality ball point pens (2)
Typing paper - not corrasable bond
Erasing/correcting 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

STUDENT PERFORMANCE 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 SITY-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.
- 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.

OFFICE ADMINISTRATION

Time Breakdown for SHDIOO, Semester I

Chapter 1	TEXT:	<u>Forkner Shorthand for Colleges</u>
Chapters 2,3,4	ACTIVITIES:	<u>Skill Builder for Colleges</u> Units 1-4
Chapters 5,6 Test #1 (Chapters 1-4)		
Chapters 7,8,9	TEXT:	<u>Forkner Shorthand for Colleges</u>
	ACTIVITIES:	<u>Skill Builder for Colleges</u> Units 5-8
Chapters 10,11 Test #2 (Chapters 5-8)		
Chapters 12,13	TEXT:	<u>Forkner Shorthand for Colleges</u>
Test #3 (Chapters 9-12)	ACTIVITIES:	<u>Skill Builder for</u> <u>Colleges, Units 9-12</u>
Chapters 14,15,16	TEXT:	<u>Forkner Shorthand for Colleges</u>
	ACTIVITIES:	<u>Skill Builder for Colleges</u> Units 13-16
Chapters 17,18 Test #4 (Chapters 13-16)		
Introduce Dictation and Transcription of letters on familiar textbook material		
Chapters 19,20,21	TEXT:	<u>Forkner Shorthand for Colleges</u>
	ACTIVITIES:	<u>Skill Builder for Colleges</u> Units 17-20
Chapters 22,23 Test #5 (Chapters 17-20)		
Chapters 24,25,26	TEXT:	<u>Forkner Shorthand for Colleges</u>
	ACTIVITIES:	<u>Skill Builder for Colleges</u> Units 21-24
Chapters 27,28 Test #6 (Chapters 21-24)		

Time Breakdown for SHD100, Semester 1 (cont'd)

Week 13	Chapters 29,30,31 Test #7 (Chapters 25-28)	TEXT: <u>Forkner Shorthand for Colleges</u> ACTIVITIES: <u>Skill Builder for Colleges,</u> <u>Units 25-28</u>
14	Dictation and Transcription Letters @ 50, 60, 70, and 80 wpm Test #8 (Chapters 29-31)	ACTIVITIES: <u>Skill Builder for Colleges</u> <u>Units 29-31</u>
15	Dictation and Transcription Letters @ 50, 60, 70, and 80 wpm	

NOTE: The above schedule is an approximate time breakdown