

Sault College
of Applied Arts and Technology
sault ste. marie

Course Outline

LEGAL SHORTHAND II

SPR 210-6

COURSE OUTLINE FOR
LEGAL SHORTHAND

SEMESTER 2

Text: - Canadian Legal Forms with Shorthand
Vocabulary (Pitman)

Week Material Will
be Presented

- Week 1 - Letters 81 - 89
- Sight dictation and transcription
- Week 2 - Letters 90 - 95
- Sight dictation and transcription
- Pitmanite
- Week 3 - Letters 96 - 99
- Sight Dictation and transcription
- Week 4 - Letters 101 and 102
- Sight dictation and transcription
- Test based on weeks 1 - 4

Legal Forms for Dictation

- Week 5 - Deed
- Power of Attorney
- Assignment
- Sight dictation and transcription
- Pitmanite
- Week 6 - Articles of Incorporation
- Lease
- Contract
- Sight dictation and transcription
- Week 7 - Bond with interest
- Will
- Proxy
- Summons
- Sight dictation and transcription
- Week 8 - Test based on weeks 5 - 7
- MARCH BREAK

COURSE OUTLINE FOR
LEGAL SHORTHAND

SEMESTER 2

- Page 2 -

Week Material will
be Presented

Canadian Legal Forms

- Week 9
- Dividend Notice
 - Protest
 - Power of Attorney
 - Notice of Quitting by Tenant
 - Notice to Quit by Landlord
 - Affidavit of Witness
 - Memorandum of Agreement
 - Tender
 - Sight dictation and transcription
- Week 10
- Articles of Co-Partnership
 - Registration of General Partnership
 - Registration of Limited Partnership
 - Mutual Release
 - Assignment of Debt
 - Notice to Indorsers
 - Notice of Registration of By-law
 - Renewal Statement
 - Sight dictation and transcription
- Week 11
- Discharge of Chattel Mortgage
 - Lease
 - Public Notice
 - Notice of Seizing Exempted Goods
 - Notices to Creditors
 - Sight dictation and transcription
 - Test based on weeks 9-11
 - Pitraanite
- Week 12
- Executors' Notice
 - Notice of Sale
 - Tenders
 - Notices
 - Sales by Tender
 - Sight dictation and transcription
- Week 13
- Field trip to Toronto
- Week 14
- Lien Agreement
 - Lien Note
 - Mechanics Lien Act
 - Notice to Seize Exempted Goods
 - Affidavit of Purchaser
 - Bills of Sale
 - Agreement for Sale
 - Sight dictation and transcription

COURSE OUTLINE FOR
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SEMESTER 2

- Page 3 -

Week Material Will
be Presented

Week 15 Quit Claim Deed
 Mortgage Sale
 Wills
 Sight Dictation and Transcription
 Test based on weeks 12 - 15
 Pitmanite

NOTE: In addition to the testing specified above, the student will be prepared to transcribe material in proper legal form in any regular class.