

Sault College of Applied Arts and Techno sault ste. marie

Course Outline

SPR 204-5

revised January 1977

Course Outline
EXECUTIVE SHORTHAND
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|---------|---|---|
| Week 10 | - | Pitmanite
Units 54 - 57
Sight dictation and transcription |
| 11 | - | Office Style dictation
Units 58 - 60
Test on Units 51 - 57 |
| 12 | - | Pitmanite
Units 61 - 64
- Sight dictation and transcription |
| 13 | - | Office Style dictation
Units 65 - 67
Test on Units 58 - 64 |
| 14 | - | Pitmanite
Units 68 - 70
- Sight dictation and transcription |
| 15 | - | Office Style dictation
Units 71 & 72
Test on Units 65 - 72 |

NOTE: TAPES WILL BE USED IN CONJUNCTION WITH THE ABOVE-NAMED UNITS