

# **Sault College of Applied Arts and Techno sault ste. marie**

## **Course Outline**

LEGAL SHORTHAND II

SPR 210-6

COURSE OUTLINE FOR  
LEGAL SHORTHAND  
SPR 210-6

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

Week Material Will  
be Presented:

- Week 15 -letters 74-82  
-sight dictation and transcription  
-office style dictation
- 16 -letter 83  
-sight dictation and transcription  
-pitmanite
- 17 -letters 84-92  
-sight dictation and transcription  
-office style dictation
- 18 -letters 93-102  
-sight dictation and transcription  
-test based on weeks 15-18

Legal Forms for Dictation

- 19 -Deed  
-Power of Attorney  
-Assignment  
-Sight dictation and transcription  
-Pitmanite
- 20 -Articles of Incorporation  
-Lease  
-Contract  
-Sight dictation and transcription
- 21 -Bond with interest  
-Will  
-Proxy  
-Summons  
-Sight dictation and transcription  
-Test based on weeks 19-21

MARCH BREAK

COURSE OUTLINE FOR  
LEGAL SHORTHAND

SPR 210-6

Week Material Will  
be Presented:

Canadian Legal Forms

- Week 22
- Dividend Notice
  - Protest
  - Power of Attorney
  - Notice of Quitting by Tenant
  - Notice to Quit by Landlord
  - Affidavit of Witness
  - sight dictation and transcription
- 23
- Memorandum of Agreement
  - Tender
  - Articles of Co-Partnership
  - Registration of General Partnership
  - Registration of Limited Partnership
  - Mutual Release
  - sight dictation and transcription
- 24
- Assignment of Debt
  - Notice of Indorsers
  - Notice of Registration of By-Law
  - Renewal Statement
  - Sight dictation and transcription
  - test based on weeks 22-24
- 25
- Discharge of Chattel Mortgage
  - Lease
  - Public Notice
  - Notice of Seizing Exempted Goods
  - Notice to Creditors
  - Sight dictation and transcription
  - Pitmanite
- 26
- Executors' Notice
  - Notice of Sale
  - Tenders
  - Notices
  - Sales by Tender
  - sight dictation and transcription
  - office style dictation
- 27
- Lien Agreement
  - Lien Note
  - Mechanics Lien Act
  - Notice to Seize Exempted Goods
  - Affidavit of Purchaser
  - office style dictation
  - test based on weeks 25-27

COURSE OUTLINE FOR  
LEGAL SHORTHAND

SPR 210-6

Week Material Will  
be Presented:

- |         |   |
|---------|---|
| Week 28 | -Bills of Sale (2)<br>-Agreements for Sale (2)<br>-Sight dictation and transcription<br>-office style dictation |
| 29      | -Quit Claim Deed<br>-Mortgage Sale (3)<br>-office style dictation<br>-test based on weeks 28 and 29             |
| 30      | -Wills (3)<br>-Sight dictation and transcription<br>-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.