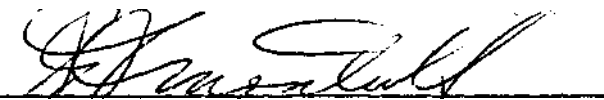


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

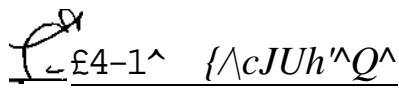
Course Outline: SHORTHAND (Basic, Intermediate, Advanced)
Code No.: SHD 210
Program: SECRETARIAL
Semester: TWO
Dates: JANUARY, 1985
Author: E. LALONDE

New: Revision:

APPROVED: 
Chairperson

Date

Delivered to SSE2A

 1985 02 20
Elsie Lalonde

SHORTHAND (INTERMEDIATE OR ADVANCED) CODE NO.- SHTD. 120
(Course Name)

PREREQUISITE TO SHD-120 INTERMEDIATE;

SHD-110 - Basic, Intermediate, Advanced or Direct Entry Test

PREREQUISITE TO SHD-120 ADVANCED;

SHD-110 - Intermediate, Advanced or Direct Entry Test

PHELOSOPY/GOALS;

Intermediate;

To develop a higher level of proficiency in the reading, writing and transcription skills introduced in the basic text. To provide a complete recall of Shorberhand principles. To introduce additional pacers and intersections. To greatly expand the students' shorthand vocabulary and develop their writing facility.

Advanced;

To develop the ability to write familiar and sight material at high rates of speed, to initiate outlines under the stress of dictation, to take sustained dictation over a relatively long period of time, to type a transcription to a 98% accuracy level

COURSE DURATION;

(5) 50-minute periods¹ for a semester

METHOD OF ASSESSMENT (GRADING METHOD);

Transcription will be submitted approximately twice weekly. At the end of the second semester a student must have submitted 10 unfamiliar letters of 100-120 words in length (determined by speed level) with 98% accuracy at one of the speed levels given below. Shorthand notes must be submitted with all test letters. Any notes which contain more than an odd longhand outline will not be accepted. Also, only minor longhand guide words will be accepted above shorthand outlines. Transcription allowance approx. 15 min. per letter.

EVALUATION;

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.)

EG. 100 WORD LETTER = 100 POINTS; 2 ERRORS WOULD LEAVE 98 CORRECT WORDS OR 98%

NOTE: AN AUTOMATIC T WILL BE GIVEN TO ALL MATERIAL SUBMITTED WITH A PROOFREADING ERROR.

GRADING SCALE (as shown below):

A - 80 WPM)
B - 70 WPM) 85% of mark; 15% Vocabulary Tests, Reading Speed;
C - 60 WPM) Homework Assignments, etc.

SCHEDULE OF LESSONS (will be determined by instructor based on class requirements).

TEXTBOOK(S):

Intermediate
WRITING AND TRANSCRIPTION SKILL DEVELOPMENT
DRILL BOOK FOR ABOVE
SHORTHAND PAD

Advanced
SHORTERHAND SKILLS FOR THE FUTURE
SHORTHAND PAD

TAPES:

Intermediate
Classroom - Shorterhand Tape Programme #2
Classroom - DDC or other tapes as the instructor deems appropriate.

Advanced
Classroom - Corporate Giants
Classroom - DDC or other tapes as the instructor deems appropriate.

NOTE:

STUDENTS MAY OBTAIN TAPES FROM THE SECRETARIAL CENTRE FOR ADDITIONAL PRACTICE. CHECK WITH INSTRUCTOR FOR HIS/HER RECOMMENDATION.