

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

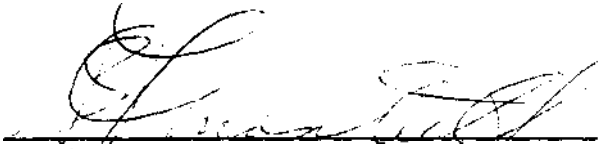
COURSE OUTLINE

Course Outline: SHORTHAND
CoJe No.: SHD 120
Program: SECRETARIAL
Semester: II
Date: 1986 01 01
Author: Elsie Lalonde

New:

Revision:

APPROVED:


Chairperson

Date

>Jl. - / /

METHOD OF EVALUATION - I N T E R M E D I A T E

Final Mark will be determined as follows:

Transcription will be submitted approximately twice weekly. At the end of the semester the student must have submitted (10) unfamiliar (sight) letters of 100-120 words in length (at one or a combination of the speed levels listed below) with 98% accuracy. Shorthand notes must be submitted with all test letters. Any notes which contain more than one longhand outline (with exception of numbers, names, and/or addresses) will automatically cancel letter's eligibility.

- | | | |
|-----------------------------|---|------------------------------|
| 10 letters at 60 wpm or | |) 85% of mark - letters |
| combination of 60, 70, & 80 | = | C) 15% of mark - vocabulary |
| 10 letters at 70 wpm or | |) Tests (no makeups); |
| combination of 70 & 80 | = | B) Reading Speed; |
| 10 letters at 80 wpm | = | A) Homework |

1. The highest mark assigned a delayed test will be a "C" (75%) unless instructor approves reason for delay. Check with instructor as to method of requesting delayed test.

MARKING SCHEME FOR THEORY TESTS;

Vocabulary, short forms, phrases - both outline and transcription must be correct to earn point. One mark will be deducted for 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 date or 10 points will be deducted from cumulative points for semester work for each occurrence.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED:

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-1 100 word letter = 100 points; 2 error-point deduction would leave 98 correct words or 98%).

NOTE:

1. An automatic "I" will be given to all material submitted with a proof-reading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

COURSE DURATION:

(5) 50-minute periods per week during Semester 11

MATERIALS REQUIRED;Student Purchase

- WRITING AND TRANSCRIPTION SKILL DEVELOPMENT (Reid, Thompson, Scott)
- Shorterhand Drill Book II (Reid)
- Pitman Shorterhand Dictionary (Reid) - or alternative acceptable to instructor
- (2) HB pencils (minimum) - also recommend small pencil sharpener
- (2) blank shorthand pads (students will not be allowed to use lined paper in lieu)
- (1) 3-ring divider for Shorterhand reference notes
- Ruled 3-ring paper for notes
- Typing paper - not corrassable bond
- Erasing/correction materials
- Standard (advanced level) dictionary

NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS

STUDENT LOAN/LAB:

- Slide Presentation - Lessons 1-28 (Review Purposes)
- Shorterhand Tapes - Program One (Review Purposes)
- Shorterhand Tapes - Program Two
- DSS Tapes
- Others - as specified by instructor

GRADE BREAKDOWN;

- 'A' - 85 - 100%
- 'B' - 70 - 84%
- 'C' - 60 - 69%

METHOD OF EVALUATION - A D V A N C E D

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Transcription will be submitted approximately twice weekly. At the end of the semester the student must have submitted (10) unfamiliar (sight) letters of 100-120 words in length (at one or a combination of the speed levels listed below) with 98% accuracy. Shorthand notes must be submitted with all test letters. Any notes which contain more than one longhand outline (with exception of numbers, names and/or addresses) will automatically cancel letter's eligibility.

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| 10 letters at 60 wpm or |) | Tests (no makeups); |
| combination of 60, 70 & 80 | = | B) Reading Speed; |
| 10 letters at 80 wpm | = | A) Homework |
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NOTE;

1. An automatic "I" will be given to all material submitted with a proof-reading error.
2. Shorthand notes with longhand in them will cancel letter's eligibility.

COURSE DURATION:

(4) 50-minute periods per week during Semester 11

MATERIAL REQUIRED;

Student Purchase;

- SHORTERHAND SKILLS FOR THE FUTURE (Reid, Thompson, Scott)
- Pitman Shorterhand Dictionary (Reid)-or alternative acceptable to instructor
- (2) HB pencils (minimum) - also recommend small pencil sharpener
- (2) Blank shorthand pads (students will not be allowed to use lined paper in lieu)
- (1) 3-ring divider for Shorterhand reference notes
- Ruled 3-ring paper for notes
- Typing Paper - not corrasable bond
- Erasing/correction materials
- Standard (advanced level) dictionary

NOTE; STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT APPROPRIATE MATERIAL FOR THAT SPECIFIC CLASS

STUDENT LOAN/LAB;

- Slide Presentation - Lessons 1-28 (Review Purposes)
- Shorterhand Tapes - Program One (Review Purposes)
- Shorterhand tapes - Program Two (Review Purposes)
- DSS Tapes - at new challenging speeds
- Corporate Giants Dictate
- DDC Tapes
- Others - as specified as instructor

GRADE BREAKDOWN;

- 'A' = 85 - 100%
- 'B' = 70 - 84%
- 'C' = 60 - 69%