

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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COURSE OUTLINE

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Course Outline: SHORTHAND
Code No. SHD 200
Program: OFFICE ADMINISTRATION
Semester: TWO
Date: JANUARY 1991
Previous Outline Dated: JANUARY, 1990
Author: JOAN MOORE

New: Revision: X

APPROVED: *--fr^^'___*
Dean, Business & Hospitality

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SHORTHAND

PREREQUISITE - SHD100

PHILOSOPHY/GOALS;

1. Use good techniques when writing shorthand.
2. Write shorthand at a minimum speed of 60 wpm.
3. Transcribe accurately and fluently from his/her own shorthand.

SPECIFIC OBJECTIVES

The student will use good techniques when writing shorthand.

- a) Write legible and precise shorthand outlines in regard to form and size.
- b) Create new outlines for commonly used words in specific area

The student will write shorthand at a minimum speed of 60 wpm.

- a) Take verbatim shorthand from familiar and unfamiliar dictation.

The student will transcribe accurately and fluently from his/her own shorthand outlines.

- a) Use acquired communication and typing skills.
- b) Produce MAILABLE typewritten transcripts from unfamiliar dictation within a specified time.

GRADE BREAKDOWN

A+	95 - 100%
A	89 - 94%
B	82 - 88%
C	75 - 81%
R	(Repeat) - below 75%

METHOD OF EVALUATION

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) 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
combination of 60, 70, & 80 = C (80%)

10 letters at 70 wpm. or
combination of 70 & 80 = B (85%)

10 letters at 80 wpm. or
combination of 80 & 90 = A (90%)

10 letters at 90 wpm. = A+(95%)

Percentage of mark - letters = 85%

Progress tests, reading speed
@ i60 w.p.m. and homework = 15%

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 - one mark for each correct outline

Dictation and transcription - deduct 1 point for each error in transcription and each longhand outline.

MARKING CRITERIA FOR HOMEWORK OR OUT-OF-CLASS ASSIGNMENTS

Unless prior authorization has been received from instructor, all homework or out-of-class assignments must be submitted on assigned date or marks will be deducted.

MARKING CRITERIA FOR LETTER TRANSCRIPTION - 98% ACCURACY REQUIRED

One point will be deducted for each unacceptable substitution, spelling error, or omission. One half point will be deducted for each major punctuation error or unacceptable erasure. Five points will be deducted for a proofreading error.

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

NOTE

1. Guest speakers are arranged to supplement classroom activities. Attendance is mandatory. Absence, without prior notice or just cause, will result in the loss of 10 percent of the cumulative semester mark.
2. Shorthand notes with longhand in them will cancel letter's eligibility.
3. Any non-returnable tests which have been returned to the student for review only, must be returned at the end of the class or the student will be penalized 5 marks on the test grade received.
4. Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the student.

COURSE DURATION

Four 60-minute periods per week

MATERIALS REQUIRED

Forkner Dictation and Transcription for Colleges (Fleming,
Boshart-McCleary)
Shorthand notebooks (2)
Good quality ball point pens
Typing paper - not corrugated
Erasing/correction materials
Standard Dictionary
The Gregg Reference Manual (Sabin, O'Neill)

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

STUDENT LOAN

Shorthand tapes - Forkner Shorthand Speed Building Tapes

DSS Tapes

Corporate Giants Dictate

DUC Tapes

STUDENT PERFORMANCE OBJECTIVES;

Unit 1

1. Students will acquire a thorough reinforcement of the principles of LY, SHUN, past tense, plurals and possessives.
2. Students will read and write abbreviated words and phrases without hesitation.
3. The student will learn how to apply capitalization and number representation (dates, ordinals, postal code).
4. The student will take dictation at 70, 80 or 90 wpm. and transcribe with 98 - 100% accuracy.

Unit 2

1. The student will acquire a thorough reinforcement of the prefixes BE, DE, RE, FOR, FORE, FER, FUR, PRE, PRI, PRO, PER, PUR.
2. The student will read and write abbreviated words and phrases without hesitation.
3. The student will learn to apply different uses of the comma.
4. The student will take dictation at 70, 80, or 90 wpm. and transcribe with 98 - 100% accuracy.

Unit 3

1. The student will acquire a thorough reinforcement of sound combinations. e.g. ADD, IN-EN-UN, TRANS, DES-DIS, SELF, OUT.
2. The student will read and write abbreviated words and phrases without hesitation.
3. The student will learn the use of contractions, capitalization of days and months, expressing isolated numbers in a series, related numbers and unrelated numbers.
4. The student will take dictation at 70, 80 or 90 wpm. and transcribe with 98-100% accuracy.

Unit 4

1. The student will acquire a thorough *reinforcement of the sound combinations of SYS-SESS-SUS, SIS-CESS-CIS, SCRIPT-SCRIBE, OVER-OTHER, ULATE, CONTR, BILITY, ELECTR, NITY, CITY-CITY, NCE-NSE, ITIS-ICITIS.
2. The student will read and write abbreviated words and phrases without hesitation.
3. The student will learn the use of the comma with introductory words and the capitalization of geographic locations.
4. The student will take dictation at 70, 80, or 90 wpm. and transcribe with 98 - 100% accuracy.

Unit 5

1. The student will acquire a thorough reinforcement of the principles AX-EX-OX, M, H, CH, SH, TH, W, WH.
2. The student will read and write abbreviated words and phrases without hesitation.
3. The student will learn how: to recognize a compound modifier and to apply the hyphen, to use the apostrophe with possessives, and to recognize a polite request.
4. The student will take dictation at 70, 80 or 90 wpm. and transcribe with 98 - 100% accuracy.

Unit 6

1. The student will acquire a thorough reinforcement of the principles RT-RD, ST, CT, SP, OI-OY, ING-NG-THING, NT-ND, NGE.
2. The student will read and write abbreviated words and phrases without hesitation.
3. The student will learn how to recognize independent clauses and how to use the comma. The student will learn how to write amounts of money.
4. The student will take dictation at 70, 80 or 90 wpm. and transcribe with 98 - 100% accuracy.

Unit 7

1. The student will complete Progress Check 1 and Progress Test 1.

Unit 8

1. The student will read and write phrases without hesitation.
2. The student will learn how to form the possessive of indefinite and personal pronouns.
3. The student will take dictation at 80, 90 and 100 wpm. and transcribe with 98 - 100% accuracy.

Unit 9

1. The student will read and write phrases without hesitation.
2. The student will learn how to punctuate sentences containing conjunctive adverbs.
3. The student will take dictation at 80, 90 and 100 wpm. and transcribe with 98 - 100% accuracy.

Unit 10

1. The student will read and write phrases without hesitation.
2. The student will learn how to apply the semicolon and how to divide words properly at the end of a typewritten line.
3. The student will take dictation at 80, 90 or 100 wpm. and transcribe with 98 - 100% accuracy.

Unit 11

1. The student will read and write phrases without hesitation.
2. The student will learn to use the semicolon when joining two independent clauses. The student will learn more about the hyphen and compound modifiers.
3. The student will take dictation at 80, 90 and 100 wpm. and transcribe with 98 - 100% accuracy.

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Unit 12

1. The student will read and write phrases without hesitation.
2. The student will learn how to apply number representation for addresses, periods of time and financial terms.
3. The student will take dictation at 80, 90 and 100 wpm and transcribe with 98 - 100% accuracy.

Unit 13

1. The student will read and write phrases without hesitation.
2. The student will learn how to apply number representation with time.
3. The student will take dictation at 80, 90, and 100 wpm. with 98 - 100% accuracy.

Unit 14

- ^P 1. The student will complete Progress Check 2 and Progress Test 2.

Unit 15

1. The student will read and write phrases without hesitation.
2. The student will learn how to apply number representation with policy numbers, page and chapter numbers and fractions.
3. The student will take dictation at 90, 100 and 110 wpm. and transcribe with 98 - 100% accuracy.

Unit 16

1. The student will read and write phrases without hesitation.
 2. The student will learn the rules for typing metric symbols.
 3. The student will take dictation at 90, 100 and 110 wpm and transcribe with 98 - 100% accuracy.
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Unit 17

1. The student will read and write phrases without hesitation.
2. The student will learn how to apply number representation when beginning a sentence, omitting figures, showing the plural and spelling out indefinite amounts.
3. The student will take dictation at 90, 100 and 110 wpm. and transcribe with 98 - 100% accuracy.

Unit 18

1. The student will read and write phrases without hesitation.
2. The student will learn to distinguish between similar words.
3. The student will take dictation at 90, 100, and 110 wpm. and transcribe with 98 - 100% accuracy.

Unit 19

1. The student will read and write phrases without hesitation.
2. The student will learn guidelines for typing abbreviations.
3. The student will take dictation at 90, 100 and 110 wpm. and transcribe with 98 - 100% accuracy.

Unit 20

1. The student will complete Progress Check 3 and Progress Test 3.