

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: SHORTHAND

Code No SHD 200

Program: OFFICE ADMINISTRATION

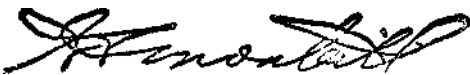
Semester: TWO

Date: JANUARY 1993

Previous Outline Dated: JANUARY, 1992

Author: SHELLEY BOUSHEAR/JOAN MOORE

New: Revision: X

APPROVED: 
Dean, Business & Hospitality

072-*7-03
Date

SHORTHAND

SHD200

PREREQUISITE - SHD100

I. 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.

II. SPECIFIC OBJECTIVES

The student will use good techniques when writing shorthand.

- a) Acquire a thorough reinforcement of the principles of Forkner Shorthand
- b) Write legible and precise shorthand outlines in regard to form and size.
- c) Create new outlines for commonly used words in specific areas

The student will write shorthand at a minimum speed of 60 wpm and transcribe with 98-100% accuracy.

- a) Take verbatim shorthand from 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.

SHORTHAND

SHD200

III. LEARNING ACTIVITIES:

Text - Forkner Shorthand for Colleges

WEEK 1	Course Outline Review CHAPTERS 1-5	Text pp. 1-33 Practice dictation at 60 wpm
WEEK 2	Review CHAPTERS 6-10	Text pp. 34-70 Practice dictation at 60 and 70 wpm Test dictation at 60 wpm
WEEK 3	- THEORY TEST #1 CHAPTERS 1-10	Practice dictation at 60 and 70 wpm Test dictation at 60 wpm
WEEK 4	Review CHAPTERS 11-15	Text pp. 71-110 Practice dictation at 60 and 70 wpm Test dictation at 60 wpm
WEEK 5	Review CHAPTERS 16-20	Text pp. 111-147 Practice dictation at 70 and 80 wpm Test dictation at 60 and 70 wpm
WEEK 6	THEORY TEST #2 CHAPTERS 11-20	Practice dictation at 70 and 80 wpm Test dictation at 60 and 70 wpm
WEEK 7	Review CHAPTERS 21-25	Text pp. 148-181 Practice dictation at 70 and 80 wpm Test dictation at 60 and 70 wpm
WEEK 8	- Review CHAPTERS 26-31	Text pp. 182-226 Practice dictation at 70 and 80 wpm
WEEK 9	- THEORY TEST #3 CHAPTERS 21-31	Test dictation at 60, 70, and 80 wpm
WEEK 10	- Review theory as required	Test dictation at 60, 70, and 80 wpm Speed reading at 160 wpm

SHORTHAND

SHD200

- | | |
|-------------------------------------|--|
| WEEK 11 - Review theory as required | Test dictation at 60, 70, and 80 wpm
Speed reading at 160 wpm |
| WEEK 12 - Review theory as required | Test dictation at 60, 70, and 80 wpm
Speed reading at 160 wpm |
| WEEK 13 - Review theory as required | Test dictation at 60, 70, 80, and 90 wpm
Speed reading at 160 wpm |
| WEEK 14 - Review theory as required | Test dictation at 60, 70, 80, and 90 wpm
Speed reading at 160 wpm |
| WEEK 15 - Review theory as required | Test dictation at 60, 70, 80, and 90 wpm
Speed reading at 160 wpm |
| WEEK 16 - Review theory as required | Test dictation at 60, 70, 80, and 90 wpm
Speed reading at 160 wpm |

IV. 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 = 68/85 = 80%
10 letters at 70 wpm. or combination of 70 & 80	= B = 72.2/85 = 85%
10 letters at 80 wpm. or combination of 80 & 90	= A = 76.5/85 = 90%
10 letters at 90 wpm.	= A+ = 80.7/85 = 95%
Percentage of mark - letters	= 85%
3 theory tests, and reading speed @ 160 w.p.m.	= 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.

V. 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.

VI. 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%.

VII. GRADE BREAKDOWN;

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

A NOTE;

1. Shorthand notes with longhand in them will cancel letter's eligibility.
2. 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.
3. 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 50-minute periods per week

MATERIALS REQUIRED

- Forkner Shorthand for Colleges, (Weber, Weber, Forkner)
- Shorthand notebooks (2)
- Good quality ball point pens
- Typing paper - not corrassable
- Erasing/correction materials
- Standard Dictionary
- The Gregg Reference Manual (Sabin, O'Neill)

STUDENT LOAN

Shorthand tapes - Forkner Shorthand Speed Building Tapes
DSS Tapes
Corporate Giants Dictate
DDC Tapes

SPECIAL NOTES

Students with special needs (eg. physical limitations, visual impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of students.