

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

BASIC SHORTHAND

SPR 112-8

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BASIC SHORTHAND

INSTRUCTOR: T. PRENTICE
SEMESTER I

OBJECTIVES OF COURSE

To acquire a thorough understanding of the theory of Pitman Shorterhand. To achieve a rapid and accurate reading level from plate shorthand with a minimum of 120 w.p.m. To be able to write legible shorthand notes from material within your vocabulary range at a minimum of 60 w.p.m. and to be able to accurately transcribe from your shorterhand notes.

TEXTS - Pitman Shorterhand

- Writing and Transcription Skill Development
- Supplementary Text: Developing Shorthand Skills

TAPES - Shorterhand Tape Programme One

- Week 1 - Lessons 1, 2, and 3
 - Tapes for lessons 1 and 2
- Week 2 - Lessons 4, 5, and 6
 - Tapes for lessons 3, 4, and 5
- Week 3 - Lessons 7, 8, and 9
 - Tapes for lessons 6, 7, and 8
 - Test for lessons 1-5
- Week 4 - Lessons 10, 11, and 12
 - Tapes for lessons 9, 10, and 11
 - Review lessons 6-10
- Week 5 - Test for lessons 6-10
 - Lessons 13, 14, and 15
 - Tapes for lessons 12 and 13
- Week 6 - Lessons 16, 17, and 18
 - Tapes for lessons 14 and 15
- Week 7 - Lessons 19, 20, and 21
 - Tapes for lessons 16-and 17
 - Review lessons 11-15
- Week 8 - Test for lessons 11-15
 - Lessons 21, 22, and 23
 - Tapes for lessons 18, 19, and 20

Week 9 - Lessons 24, 26

- Tapes for lessons 20, 21, and 22
- Review for lessons 16-20
- Test for lessons 16-20

Week 10 - Lessons 27, and 28

- Tapes for lessons 23, 24, and 25

Week 11 - Review lessons 21 and 25

- Tapes for lessons 26 and 27
- Test for lessons 21-25

Week 12 - Review for lessons 26, 27, and 28

- Tape for lesson 28
- Test for lessons 26-28

Week 13 - Lessons 1-5, Writing and Transcription Skill Development

Week 14 - Lessons 6-10