

- Sault College
of Applied Arts and Technology
sault ste. marie

Course . Outline

SHORTHAND III

SPR2.03

ADVANCED SHORTHAND

SPR203

- TEXT: Shorterhand Skills for the Future
- REFERENCES Shorterhand Skills for the Future
Memo Magazine
- INDIVIDUALIZED LEARNING AIDS: Corporate Giants Di eta te (Tapes)
Dictation Disc Company Speed Tapes
Business Letter Tape Library
- SUPPLIES REQUIRED: dicti onary
shorthand notebooks
large rubber band
ball point pen
HB pencil
typing paper
carbon paper
typing eraser
- OBJECTIVES: 1. Student will develop ability to transcribe "Mailable" letters and other business correspondence at increasing rates of speed.
2. Student will expand vocabulary and application of correct English.
3. Student will become familiar with various methods of dictation, in order to prepare for the business world. Methods used will be: transcription from tapes, instructor-oriented dictation, office style dictation (pauses, interruptions, etc.), taking minutes of meetings, dictation from classroom visitors.
4. At completion of the first semester, the student will correctly transcribe 2 letters at a minimum of 50 words per minute in not more than 50 minutes and must produce "Mailable" copies.

ADVANCED SHORTHAND
Course Outline
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|--------|---|--------|
| Week 1 | - Review from text--Shorterhand Skills for the Future | |
| | - Units 20 - 21
Sight dictation and transcription(from tapes or other material). | |
| 2 | - Units 22 - 23
Sight dictation and transcription | |
| 3 | - Units 24 - 25
Sight dictation and transcription | TEST 1 |
| 4 | - Units 26 - 27
Sight dictation and transcription | |
| 5 | - Units 28 - 29
Sight dictation and transcription | |
| 6 | - Units 30 - 31
Sight dictation and transcription | TEST 2 |
| 7 | - Units 32 - 33
Sight dictation and transcription | |
| 8 | - Units 34 - 35
Sight dictation and transcription | |
| 9 | - Units 36 - 37
Sight dictation and transcription | TEST 3 |
| 10 | - Units 38 - 39
Sight dictation and transcription | |
| 11 | - Units 40
Sight dictation and transcription | |
| 12 | - Sight dictation and transcription | TEST 4 |
| 13 | - Sight dictation and transcription | |
| 14 | - Sight dictation and transcription | |
| 15 | - Sight dictation and transcription
FINAL TEST | |

STUDENT EVALUATION

1. All dictation speed standards are based on new material.
2. No previews are given on tests.
3. Accuracy(95%) is required on transcribed copy for tests to count.
4. Errors include deviation from dictated material
 - misspelled words
 - major punctuation
 - incorrect use of capital letters
 - Unacceptable erasures
- 5, An automatic "I" will be given for all material with proofreading errors
- 6, Letters with more than two good erasures are not considered "mailable".
- 7 Students are urged, of course, to strive for perfect copies .
- 8 Students who are having difficulty meeting the speed requirements are urged to spend more time in the laboratory.
9. Other considerations in evaluation will be:
 - homework
 - absences
 - ability to follow instructions
 - effort put forth for improvement
 - good work habits

MAKE-UP PROCEDURE

If a student fails to achieve an acceptable grade on either the daily transcription or any test, a "C" or better, the student will be required to write supplemental transcriptions or tests during the course of the regular semester at the discretion of the instructor. Any student who has not attained an acceptable grade by the end of the regular term will be given an "I" or incomplete grade, and must return for the make-up period after the regular term. At this time a concentrated effort will be made to increase the student's speed to an acceptable level.

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Make-up Procedure Continued

An "I" grade upon completion of the make-up period will result in an or Repeat.

GRADING

Final mark in first semester will be determined by

Speed	L D h	A = 35% - 100%
Production	J U /o	B = 70% - 34%
Tests & other		C = 60% - 59%
considerations	25 ^c	I = under 50%
	100%	