

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

INTERMEDIATE SHORTHAND

SPR 109-5

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TEXT: Practical Dictation, Shorterhand Edition (Haydon & Gordon)

REFERENCE TEXTS: Graded Office Style Dictation - Grossman

Pitman Shorterhand, Reid, Thompson

TIME: 5 periods per week

SUPPLIES REQUIRED:

dictionary

2 shorthand notebooks

typing paper for transcription (not corrasable bond)

carbon paper

typing eraser

GRADING: Final mark in first semester will be determined by:

Speed	25%	A	-	85	-	100
Production	50%	B	=	70	-	84
Tests St other		C	-	60	-	69
considerations	25%	I	=	under		60

100%

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 transcription and tests during the course of the regular semester at the instructor's discretion. 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 which time a concentrated effort will be made to increase the student's speed an acceptable level.

The highest grade possible on any make-up during the regular term or the make-up period will be a An I grade upon completion of the make-up period will result in an "R" (Repeat).

EVALUATION:

All dictation speed standards are based on new material. No previews are given on tests.

An accuracy rate of 95% on transcribed copy is required for tests.

EVALUATION, cont'd.

An automatic "I" will be given for all material with proofreading errors.

Letters with more than two good erasures are not considered mailable

Students are urged to strive for perfect copies

Those having difficulty meeting the speed requirements are urged to spend more time in the laboratory

Other considerations will be: homework

- attendance
- ability to follow instructions
- effort put forth to improve
- practice of good work habits

GENERAL OBJECTIVES:

1. To develop the proper attitude and good work habits necessary to be successful in business.
2. To strengthen the students' knowledge of the principles of Pitman stenography.
3. To develop the ability to write common words and business terms, phrases, and contracted forms, in context; and to develop the ability to initiate outlines' for unfamiliar words while taking dictation.
4. To develop the ability to sustain dictation.
5. To write office style dictation at uneven rates, making all changes and corrections indicated by the dictator; the ability to handle interruptions and to detect errors and omissions.
6. To broaden the students' business background through dictation and transcription of business letters classified according to many areas of business and industry.
7. To learn how to apply correlated knowledge (spelling, punctuation, grammar, business information and business usage) to the production of accurate transcripts.
8. To write familiar material at high rates of speed, 100, 120, 140 wpm.

SPECIFIC OBJECTIVES

1. Transcription will be submitted approximately twice per week.
2. Sight dictation will be done regularly.

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SPECIFIC OBJECTIVES - cont'd.

3. Students will be required to do homework on theory in preparation for the drilling for speed, which will be done daily.
4. Students will have a thorough knowledge of basic principles.
5. At the completion of the first semester, the student will pass a transcription test dictated at a minimum of 60 wpm and shall transcribe the same in not more than 60 minutes. Work submitted will be "mailable".
6. Pitmanite Tests will be given approximately twice per month.
7. Tapes will be used for remedial purposes and for pushing speed of individuals or class as a whole.

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THE FOLLOWING IS AN OUTLINE OF APPROXIMATE TIME PERIODS IN WHICH TO ACCOMPLISH THE OBJECTIVES. THIS COULD CHANGE AS THE CLASS PROGRESSES, I.E. SOME CHAPTERS COULD TAKE LESS TIME—OTHERS, MORE TIME.

Week 1	Theory review Chapter 1, units 1 - 5
Week 2	Theory review Chapter 2, units 1 - 3 Sight dictation
Week 3	Theory review Chapter 2, units 4 & 5 Test on chapters 1 & 2
Week 4	Theory review Chapter 3, units 1 - 3 Sight dictation
Week 5	Theory review Chapter 3, units 4 & 5 Test on chapters 1 - 3
Week 6	Theory review Chapter 4, units 1 - 5
Week 7	Chapter 5, units 1 - 3 Sight dictation
Week 8	Chapter 5, units 4 & 5 Test on chapters 1 - 5
Week 9	Chapter 6, units 1 - 3 Sight dictation
Week 10	Chapter 6, units 4 & 5 Test on chapters 1 - 6
Week 11	Chapter 7, units 1 - 5
Week 12	Chapter 8, units 1 - 5 Sight dictation
Week 13	Chapter 9, units 1 - 5
Week 14	Chapter 10, units 1 - 5 Test on chapters 1 - 10

The Pitmanite Tests are in addition to the above.