

**Course Outline**  
**OFAD 108**  
**Speedwriting for Notetaking and Study Skills**  
**2 Semester Hours**

**The Community College of Baltimore County**

**Description**

Speedwriting for Notetaking and Study Skills

Helps students learn to use shortcuts to record lectures, to take notes from reference materials, and to take minutes at meetings.

**Overall Course Objectives.**

Upon completion of this course the student will be able to:

1. Take verbatim and selective notes using Speedwriting principles;
2. Read information written using Speedwriting principles;
3. Use Speedwriting principles to construct outlines as necessary;
4. Automatize outlines for high frequency words and phrases;
5. Take notes faster in Speedwriting than in longhand;
6. Transcribe notes taken using Speedwriting principles;
7. Use Speedwriting and notetaking skills to record the main ideas presented in a lecture or meeting and be able to answer questions about that lecture or meeting;
8. Learn techniques for efficient, effective notetaking; and
9. Feel confident in transcribing accurately notes that have been recorded in Speedwriting.

**Major Topics**

1. Speedwriting principles
2. Drills for transcribe notes quickly

**Course Requirements**

Final Grades will be computed as follows:

<u>Evaluation</u>	<u>Point Value</u>
Unit Tests (6)	300
Brief Form/Abbreviation Tests (2)	100
Dictation and Transcription (2)	100
Verbatim Notetaking (2)	<u>100</u>
	600

Final letter grades (based on total points earned) will be awarded as follows:

540 – 600 = A

480 – 539 = B

420 – 479 = C

360 – 419 = D

Below 360 = F

### **Other Course Information**