

Common Course Outline

OFAD 111

Shorthand I

4 Credits

The Community College of Baltimore County

Description

Shorthand I

Introduces theory and brief forms using the Gregg Shorthand method of notetaking; includes dictation from previewed material.

Overall Course Objectives

Upon completion of this course, students will be able to:

- ∃ read a variety of shorthand plates and their own shorthand notes at 100 words a minute
- ∃ write all the brief forms in Gregg Shorthand from dictation with 95 percent accuracy
- ∃ record simple, unpreviewed material in Gregg Shorthand, Series 90, at speeds of 50 to 60 words a minute for 1 to 2 minutes and transcribe it with 95 percent accuracy

Major Topics

- I. Introduction to Gregg Shorthand
- II. Gregg Shorthand Theory
- III. Dictation and Speed Building

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. Homework assignments must be completed turned in on a regular basis. The final grade will be determined by teacher evaluation of daily work and homework assignments and the average of the scores earned on tests and the final examination. The percentages for calculating your final grade are as follows:

Tests	50%
Daily Work	20%
Homework	10%
Final Exam	20%

Other Course Information

This is a self-paced, skill-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.