

Common Course Outline

OFAD 212

Shorthand II

4 Credits

The Community College of Baltimore County

Description

Shorthand II

Strengthens skills acquired in Shorthand I through increased practice in dictation and transcription; stresses speed goals as well as grammar, punctuation, and spelling; prepares students for secretarial positions by increasing dictation speed and developing the ability to transcribe and produce mailable business documents.

Prerequisite: OFAD 104 and OFAD III

Overall Course Objectives

Upon completion of this course, students will be able to

- ∃ write all shorthand brief forms using correct outlines
- ∃ write frequently used phrases in shorthand using one continuous outline
- ∃ transcribe new material dictated at a minimum of 70 words per minute
- ∃ transcribe previewed material in proper memorandum format
- ∃ transcribe previewed material in proper business letter format

Major Topics

- A. Brief Form and Theory Review
- B. Speed Dictation
- C. Office Style Dictation
- D. Transcription of Dictation

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. Dictation speed is derived from transcription tests which you will attempt periodically throughout the semester. You must transcribe two letters with 90% accuracy to pass each speed goal. The percentages for calculating your final grade are as follows:

Daily Work		<u>Speed Goals</u>	
		20%	A = 90
		WPM	
Unit Tests	40%	B = 80 WPM	
Dictation Speed	30%	C = 70 WPM	

Final Exam

10%

D = 60 WPM

Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester's time frame. You are expected to attend 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.