

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 146 Shorthand Skill Development Modules I – III
OIS 146.1 Module I
OIS 146.2 Module II
OIS 146.3 Module III

UNIT VALUE: I unit for each module; 3 units total

MINIMUM NUMBER OF SEMESTER HOURS: 32 hours per module.

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION:

Module I: A minimum grade of "C" in OIS 102 and minimum dictation speed of 60 wpm for three minutes.

Module II: A minimum grade of "C" in OIS 146.1 and minimum dictation speed of 70 wpm for three minutes.

Module III: A minimum grade of "C" in OIS 146.2 and minimum dictation speed of 80 wpm for three minutes.

SCOPE OF COURSE:

Module I: **Theory/Vocabulary:** Emphasis is placed on mastering shorthand theory and vocabulary in writing and transcribing shorthand notes with speed and accuracy.

Module II: **Speed:** Emphasis is placed on further mastering shorthand theory and vocabulary in specialized areas and in writing and transcribing shorthand notes with speed and accuracy.

Module III: **Transcription:** Emphasis is placed on formatting and typing mailable transcripts from office-style dictation and continued speed development to an employable skill level.

SPECIFIC COURSE OBJECTIVES: Students will

Module I: 1. study and practice correct shorthand theory including brief forms, phrases, word beginnings, word endings, and word families;

2. practice dictation in the speed range of 60-80 wpm for 1-, 2-, and 3-minute intervals;
3. be able to pass a dictation speed of at least 60 wpm for 3 minutes with 95% accuracy;
4. be able to accurately transcribe and type from shorthand plate at least 25 wpm for 5 minutes with 5 errors or less;
5. practice and apply proofreading skills in transcribing shorthand notes.

Module II:

1. continue the study and practice of correct shorthand theory including brief forms, phrases, word beginnings, word endings, and word families;
2. study and practice specialized shorthand vocabulary from a variety of businesses;
3. practice dictation in the speed range of 70-90 wpm for 1-, 2-, and 3-minute intervals;
4. be able to pass a dictation speed of at least 70 wpm for 3 minutes with 95% accuracy;
5. be able to accurately transcribe and type from shorthand homework notes at least 30 wpm for 5 minutes with 5 errors or less;
6. practice and apply proofreading skills in transcribing shorthand notes.

Module III:

1. practice taking dictation from the office-style approach and produce mailable/error-free documents;
2. practice and apply correct formatting techniques to a variety of business documents;
3. practice dictation in the speed range of 80-100 wpm for 1-, 2-, and 3-minute intervals;
4. be able to pass a dictation speed of at least 80 wpm for 3 minutes with 95% accuracy;
5. be able to accurately transcribe and type from dictated material at least 35 wpm for 5 minutes with 5 errors or less;
6. practice and apply proofreading skills in transcribing shorthand notes.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

Module I:

- A. Twenty-five textbook lessons on vocabulary related to general business, aviation, banking, and data processing.
- B. Shorthand writing practice from instructor dictation and dictation tapes on individual speed and accuracy goals for a total of 10 hours.
- C. Five-minute transcription timings from shorthand plate at the computer.
- D. Review and practice of shorthand theory and vocabulary.
- E. Practice and application of correct typing techniques and document formatting skills.

- Module II:**
- A. Twenty-five textbook lessons on vocabulary related to education, hotels, insurance, manufacturing, and office equipment and supplies.
 - B. Shorthand writing practice from instructor dictation and dictation tapes on individual speed and accuracy goals for a total of 10 hours.
 - C. Five-minute transcription timings from homework shorthand notes at the computer.
 - D. Review and practice of shorthand theory and vocabulary; practice of specialized business vocabulary.
 - E. Practice and application of correct typing techniques and document formatting skills.
- Module III:**
- A. Twenty-five textbook lessons on vocabulary related to personnel, publishing, retailing, transportation, and travel.
 - B. Shorthand writing practice from instructor dictation and dictation tapes on individual speed and accuracy goals for a total of 10 hours.
 - C. Five-minute transcription timings from dictated shorthand notes at the computer.
 - D. Review and practice of shorthand theory and vocabulary; practice of specialized business vocabulary.
 - E. Practice writing and transcribing shorthand from office-style dictation in producing mailable/error-free documents.
 - F. Practice and application of correct typing techniques and document formatting skills.

REQUIRED READING:

Module I: Leslie, Louis A., et. al. Gregg Shorthand for Colleges, Volume II Diamond Jubilee Series and student transcript, Lessons 1-25. Second Edition. New York: Gregg Division/McGraw-Hill Book Company, 1973.

Module II: Leslie, Louis A., et. al. Gregg Shorthand for Colleges, Volume II Diamond Jubilee Series and student transcript, Lessons 26-50. Second Edition. New York: Gregg Division/McGraw-Hill Book Company, 1973.

Module III: Leslie, Louis A., et. al. Gregg Shorthand for Colleges, Volume II Diamond Jubilee Series and student transcript, Lessons 51-75. Second Edition. New York: Gregg Division/McGraw-Hill Book Company, 1973.

Appropriate shorthand dictionary, depending on the shorthand system the student is studying.

SUGGESTED READING:

All Modules: Leslie, Louis A. et. al. Workbook for Gregg Shorthand for Colleges, Volume II Diamond Jubilee Series. New York: Gregg Division/McGraw-Hill Book Company, 1973.

REQUIRED WRITING: Skills demonstration more appropriate. Students practice developing shorthand theory and vocabulary, taking dictation at specified speed and accuracy goals, transcribing shorthand notes

with speed and accuracy, and typing and formatting a variety of one-page and multi-page business documents.

OUTSIDE ASSIGNMENTS: For each Module, students are expected to spend at least 3 hours per week in writing 5 shorthand lessons, studying and reviewing shorthand theory and vocabulary, and transcribing shorthand dictation. Due to the nature of the open-entry concept, students are encouraged to complete each Module within 6 weeks from the time they register.

INSTRUCTIONAL METHODOLOGY: Lecture-laboratory. This course is offered in an individualized, open-entry/open-exit lab and is self-paced. The instructor writes shorthand forms on the chalkboard and/or overhead projector to demonstrate correct shorthand techniques; students immediately practice those forms through drill and dictation practice from the instructor. The instructor dictates at a variety of speeds to challenge the thinking and writing skills of the student. The instructor assigns individual drill practice and administers tests.

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Module I:

Dictation Speed (80 wpm=A, 70 wpm=B; 60 wpm=C)	30%
Transcription Speed (35 wpm=A; 30 wpm=B; 25 wpm=C)	20%
Tests	20%
Labwork	10%
Homework	10%
Final Exam	10%

Module II:

Dictation Speed (90 wpm=A, 80 wpm=B; 70 wpm=C)	30%
Transcription Speed (40 wpm=A; 35 wpm=B; 30 wpm=C)	20%
Tests	20%
Labwork	10%
Homework	10%

Final Exam 10%

Module III:

Mailable/Error-Free Documents 30%

Dictation Speed (100 wpm=A, 90 wpm=B; 80 wpm=C) 20%

Transcription Speed (45 wpm=A; 40 wpm=B; 35 wpm=C) 20%

Labwork 10%

Homework 10%

Final Exam 10%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No X. Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Judy Dolan, ext. 2875

SIGNATURES ON FILE
