

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: AOT	PREFIX NO. 170	EFFECTIVE DATE August 2008	NEXT REVIEW DATE August 2009		
TITLE: Speedwriting	CREDITS 3	CONTACTS			
		CLASS	LAB	TOTAL	
		3	0	3	

PREREQUISITES: AOT 105 with a grade of C or better or approval from instructor.

DESCRIPTION: Level I: This is an introductory course using the alphabet for rapid note taking. Dictation and transcription of familiar material are included.

Level II: *SuperWrite* is an abbreviated writing system based primarily on longhand and secondarily on phonetics. It is a quick, easy-to-learn writing system that is easy to write and read. *SuperWrite* does not require memorizing a new alphabet or changing one's normal writing style. There are no special symbols. To make learning easy, all 26 longhand letters are used. *SuperWrite* follows the principle of abbreviating from the longhand spelling.

SuperWrite is not designed for extremely high writing speeds. However, students should be able to increase their writing speed significantly. Many will be able to double their writing speed, and others will be able to do even better.

TEXTBOOK(S) OR ALTERNATIVE: SuperWrite Alphabetic Writing System, Office Professional, A. James Lemaster & John Baer, South-Western Educational Publishing, 1999.

MATERIALS (specifying those to be purchased by student):
Stenographic notebooks and pens

COLLATERAL READING: NONE

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the 2008-

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2010 Catalog, "Academic Discipline and Honesty" section, p. 46.

Absences

Twenty percent (20%) will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

Tardies

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent from that class. Any student who is tardy more than eight times can be dropped from the class.

Assigned Work

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Make-Up Tests

Make-up tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and should be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it may be dropped a letter grade.

Classroom Etiquette

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

Student ID

It is Mandatory for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

RESOURCES (A-V, persons, tools/equipment):

- lecture
- discussion
- demonstration on whiteboard

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practice tapes for dictation

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

The text consists of 40 SuperWrite lessons and 8 lessons on personal success.

Our semester consists of ten weeks (summer) or fifteen weeks (fall and spring); we will complete approximately three lessons each week.

Our time in class will be spent on reviewing homework assignments, introducing new material, and practicing dictation/transcription from both familiar and new dictation, as well as from homework.

Homework, as noted on the attached "Homework" handout, must be completed in a satisfactory manner each day. Work will be done from both the textbook and workbook.

OBJECTIVES OF COURSE: The student should be able to:

1. To assist business executives and students to increase their speed in making legible notes.
2. To supply a fast and legible note-taking system that can be learned quickly for use in the office by information-processing personnel.
3. To give the entering, prospective, or returning administrative assistant the ability to take notes from dictation and transcribe them in a usable form.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lectures/discussions
demonstration on whiteboard
frequent use of reference materials
"hands-on" transcription experience

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Evaluation will be based on the following:

1. Tests - one following each lesson.
2. Transcription Assignments.
3. Final examination.
4. Homework preparation, reading ability, class participation, and attendance.

GRADING:

Tests	40%
Final examination	20%
Assignments	<u>40%</u>
	100%

GRADING SCALE:

93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
Below 70 = F

Errors will include those of transcription as well as grammar, punctuation, spelling, etc. When submitting letters for grading, staple corresponding shorthand notes in the upper left corner.

NOTE: Incorrect formatting and/or a misspelled word will result in a document being marked "unacceptable."

HOMEWORK

1. Homework is a MUST for this course in order to develop and build skill and speed.
2. Use a separate steno notebook for homework assignments.
3. Do not write on the back of your homework pages.
4. Follow instructions given in class for writing in your steno notebook. Write in the left-hand column first, and then move to the right.
5. As you begin to prepare your homework lesson:
 - a. Study principles and the words illustrating each principle. Sound-spell and write each word three times.
 - b. Study any abbreviations presented. MEMORIZE THEM.
 - c. Read from the documents in each lesson while self-dictating as slowly as necessary.
 - d. Check your dictation by reading over from your notes.