



**HOUSTON COMMUNITY COLLEGE SYSTEM
HOUSTON, TEXAS**

**Shorthand/Notetaking
POFT 1345**



**SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS
SCANS COMPETENCIES INCORPORATED
Student Learning Outcomes**

**COURSE SYLLABUS
SHORTHAND/NOTETAKING I
POFT 1345
SEMESTER:**

<i>Instructors:</i>	<i>CRN:</i>
<i>Phone:</i>	<i>Time:</i>
<i>Office Hours:</i>	<i>Campus:</i>

FINAL EXAM DATE:

LAST DAY FOR ADMINISTRATIVE OR STUDENT WITHDRAWAL:

COURSE DESCRIPTION: An introduction to shorthand/notetaking principles. Mastery of accurate reading and writing of notes to produce mailable documents from dictation. Through coverage of the fundamental principles of Gregg Shorthand. Emphasis on diction, transcription, English, and spelling. Must pass two 50 wpm test. 3 credits, (3 lecture, 2 lab).

STATEMENT OF PURPOSE: The primary purpose of this course is to introduce thoroughly the fundamental principles of Gregg shorthand and to build a strong foundation of dictation, transcription, English, and spelling for further skill building.

COURSE GOALS:

General Objectives ([Program Learning Outcomes](#)) PLO'S

1. Students who complete this course will demonstrate shorthand skills by achieving required rates of proficiency.
2. Students who complete this course will demonstrate the ability to use related English skills, such as correct spelling techniques and standard grammatical construction.
3. Students who complete this course will be able to identify alphabetic strokes, spell out shorthand symbols containing these strokes, and write and transcribe brief forms, phrases, and words.

Specific Objectives ([Course Learning Outcomes](#)) CLO'S

1. Students will identify shorthand symbols on the word level by reading connected material fluently.
2. Students will produce fluent shorthand notes by using correct writing techniques.
3. Students will read and write shorthand given lists of brief forms, phrases, words, accurately and rapidly.
4. Students will take dictation from lists and/or write correct shorthand outlines from lists of brief forms, brief form **derivatives**, words, phrases,
and transcribe these lists with 70 percent proficiency or higher.

TEXTBOOKS: Instructor will advise students of required texts and source to obtain any textbooks.

References:

Gregg Shorthand College Book 1, Textbook, Charles E. Zoubek, Gregg A. Condon, Centennial Edition, Gregg/McGraw-Hill, 1988. ISBN# 0-07-073661-8

Gregg Shorthand, College Book 1, Workbook, Centennial Edition Charles E. Zoubek, Gregg A. Condon, Centennial Edition, Gregg/McGraw-Hill, 1988. ISBN# 0-07-073662-6

Gregg Dictation Individual Progress Kit Charles E. Zoubek, McGraw Hill/McMillion Book 1 ISBN 0-07037777-4

Gregg Shorthand, Dictionary (Abridged Version), Charles E. Zoubek, Gregg A. Condon, Cent. 4th Edition, Gregg/McGraw-Hill, 1990. (REQUIRED) ISBN# 0-07-073682-0

REQUIRED MATERIALS:

Four shorthand notebook pads; five black or blue pens; two pencils; two red pens or pencils; one highlighter pen.

EVALUATION AND GRADING:

HCCS Grading System

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

STUDENT LEARNING OUTCOMES:

(ALL TESTS REQUIRED FOR COURSE WILL BE CREATED BY INSTRUCTOR.)

TRANSCRIPTION:

- Students will demonstrate how to transcribe materials via dictation.

THEORY (Reading and Writing Shorthand Accurately):

- Students will show how to write shorthand accurately and to read from dictation.

BRIEF FORMS REQUIREMENTS:

- Students will illustrate how to write brief forms, phrases, and words at a 90 percent accuracy rate.

FINAL EXAM:

The final exam will cover all of the previous above areas -- transcription, dictation, theory, and brief forms.

Proficiency	Percentage
Shorthand Transcription	40%
Written Shorthand/Theory	30%
Brief Forms, Words, Phrases	20%
Final Exam	10%
Total Proficiency	100%

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues. If your concerns are not resolved, you are encouraged to meet with my supervisor, Ms. Willie Caldwell, Department Chair, at 713-718-7808 or Room E-119 Scarcella Building or willie.caldwell@hccs.edu

HCCS POLICIES

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at

<http://www.hccs.edu/students/handbook/HandbookHome2.html>

Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at:

<http://www.hccs.edu/students/disability/index.htm>

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours.

Reports of excessive absence will be sent to the Veterans Administration, Social Security Office, and other agencies responsible for aid to the student when appropriate.

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-

attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of **F** or **0** for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

Job Connections Online Placement Services: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

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WEEKLY SCHEDULE OF ASSIGNMENTS

WEEK	ASSIGNMENTS	
1	01/16/2010	Orientation, Study Unit 1, Lesson 1
2	01/23/2010	Complete Unit 1, Lesson 1
3	01/30/2010	Complete Unit 1, Lesson 2
4	02/06/2010	Complete Unit 1, Lesson 3
5	02/11/2010	Complete Unit 1, Lesson 4
6	02/21/2010	Beginning of Unit 2 Lesson 5
7	02/20/2010	Test I, Unit 1 Chapters 1-4
	02/27/2010	Unit 2, Lesson 6
8	03/06/2010	Unit 2, Lesson 7
9	03/13/2010	Unit 2, Lesson 8
March 14-20-Spring Break Holiday—Enjoy Family and Friends		
10	03/27/2010	Test II, Unit 2 Chapters 5-8
	03/27/2010	Beginning of Unit 3 Lesson 9
11	04/03/2010	Unit III, Lesson 10
12	04/10/2010	Unit III, Lessons 11& 12
13	04/17/2010	Beginning of Unit 4, Lessons 13 & 14
	04/24/2010	Test III, Unit 3 Chapters 10-14

WEEK		ASSIGNMENTS
14	05/01/2010	Unit 4 Lessons 15 & 16
15	05/08/2010	FINAL, Test IV Includes Units I, II, III, and IV



HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT

Student Questionnaire

Name:	Last Name	First Name	Social Security #
MI			
Address:	Street	Apt. #	Home Telephone
City	State	Zip Code	Cell Telephone #
E-mail address:			

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____
(If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair

10141 Cash Road, E119, Stafford Texas 77477

LECTURE/LAB TEACHING DEMONSTRATION

CLASS/CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature
2. Drives on this computer:
3 ½ inch disk (demonstrate disk) and/or USB Flash drive
CD Rom (demonstrate) Zip Drive (demonstrate)
Student Response _____ Student Signature
3. Desktop (personally their desktop while on that computer)
⇒ If projects are stored on the desktop of the computer in the classrooms and/or HCC open labs, those documents are erased at the end of each day.

Name _____

Print “your” Name

I, _____, have been given

Student Signature

instructions on the use of “this” computer. *I was provided instruction in both the lecture and lab formats.*

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell’s office, Scarcella Room E119 on date of completion of all lecture/lab classes for the semester.

