

**INTER AMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
DIVISION OF ECONOMIC AND ADMINISTRATIVE SCIENCES
SCHOOL OF MANAGEMENT
OFFICE SYSTEMS ADMINISTRATION PROGRAM**

SYLLABUS

I. GENERAL INFORMATION

Course Title	:	Speedwriting in English
Code and Number	:	OMSY 1015
Credits	:	Three (3) credits
Academic Term	:	
Professor	:	
Office Hours	:	
Office Telephone	:	
Email	:	

II. DESCRIPTION

Development of reading, writing, and taking dictation skills using the alphabetic system of abbreviated writing. Includes fundamental principles of the theory of a system of abbreviated writing in English, a system designed for fast writing and reading. Emphasis on the development of transcription skills, and of taking dictation at optimal levels, development of vocabulary, accuracy, proofreading, spelling, and other grammatical aspects. Prerequisite: GEEN 1102 or 1202 or 2312.

III. OBJECTIVES

It is expected that at the end of the course, the student should be able to:

1. Apply the basic principles of English speedwriting.
2. Read strokes and material written in the Speedwriting system.
3. Develop the ability to take readable notes.
4. Develop the ability to transcribe speedwriting notes.
5. Demonstrate positive attitudes, ethical values, and traits to effectively adapt to social and business environments.

IV. CONTENTS

- A. Presentation of speedwriting principles and theory contained in the textbook.
1. silent letters
 2. abbreviations presented in all lessons
 3. long vowels
 4. different long vowel
 5. short vowel in the body of a word
 6. initial short vowel
 7. final short vowel
 8. Sh, ch
 9. word endings *ing, tion, -ly, -ment, -ble, -ity, -inter, -enter, -ple, -pal, -ious, -eous, -ous, -us*
 10. adding s to a word
 11. personal titles
 12. names
 13. *th*
 14. salutations and closings
 15. geographic names
 16. word beginnings *be, in-, en-, re-, de-, im-, em-, for-, fore-, fur-, ful-, un-, pre-, pro-, ex-, over-, trans-, under-*
 17. quantities
 18. capitalization
 19. compound words
 20. prefix before a short vowel
 21. suffix after a short vowel
 22. days of the week
 23. months of the year
 24. short / followed by a vowel
- B. Study of grammar and punctuation rules.

V. ACTIVITIES

- A. Presentations of speedwriting principles
- B. Application exercises for the mastery of the concepts.
- C. Daily assignment - to reinforce the principles learned.
- D. Dictation from known and/or new material.
- E. Longhand transcription from known, reviewed or new material.
- F. Practice in the usage of language skills such as: punctuation, spelling, grammar, etc.

VI. EVALUATION

A. Formal tests (4) 60% (includes final test)

Distribution for formal tests:

Test	Number of Words	Speed of Dictation	Speed of Transcription
1	100-125	45 wpm	10 wpm
2	126-140	45 wpm	10 wpm
3	141-150	45 wpm	11 wpm
4	151 +	50 wpm	12 wpm

Curves for formal tests

Formal Tests 1 and 2 (Percentage of errors of the total words)			
Speedwriting plates		Transcription	
100-97%	A	100-98%	A
96-92%	B	97-95%	B
91-85%	C	94-93%	C
84-80%	D	92-90%	D
Less than 79%	F	Less than 89%	F
Formal Tests 3 and 4 (Percentage of errors of the total words)			
100-95%	A	100-98%	A
94-93%	B	97-96%	B
92-89%	C	95-94%	C
88-85%	D	93-90%	D
Less than 84%	F	Less than 89%	F

B. Quizzes 25%

Suggested materials for quizzes

1. Write accurate speed writing notes from dictation.
2. Transcribe directly from the textbook, assignments or printed material.
3. Read from speed writing notes, directly from printed material, the textbook, assignments or dictated material.
4. Language exercises
5. Others.

Curves for language tests:

100 - 90	A
89 - 80	B
79 - 70	C

69 - 60	D
59	F

Curves for reading tests:

110+ = A; 109-95 = B; 94-80 = C; 79-65 = D; 64- = F

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|----|--------------------------------------|-------|
| C. | Homework daily assignment (practice) | 10% |
| | Curve form homework practice | |
| | -1=A; | -2=B; |
| | -3-4=C; | -5=D; |
| | -6=F | |
| D. | Attitudes and Work Habits evaluation | 5% |

The professor should prepare an Attitude and Work Habits Rating Sheet to evaluate Objective 5.1.

VII. SPECIAL NOTES

1) Special Accommodations

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor Jose Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

2) Plagiarism

<http://metro.inter.edu/servicios/documentos/reglamentosestudiantes2006.pdf>

Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student' Rules and

Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

3) Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

VIII. EDUCATIONAL RESOURCES

TEXTBOOK

Lemaster, A. James, John Baer (1999). *SuperWrite Alphabetic Writing System - Office Professional*, South Western Educational Publishing, Cincinnati, Ohio.

Supplementary readings

Audiovisual Resources

Computer
Online course
Transparencies
Demonstrations
Microsoft Word 2010

Electronic Resources

SuperWrite Flashcards

<http://quizlet.com/1406911/superwrite-6-10-flash-cards/>
<http://quizlet.com/1668274/superwrite-16-20-flash-cards/>

IX. BIBLIOGRAPHY

Each Campus will keep up-to-date bibliographic references. The student may use the books by interlibrary loans. The following are other suggested bibliographic references that may be used for this course:

English -Spanish Dictionary
English-English Dictionary
Online Dictionaries

Bovee, Courtland L. (2012). *Business communication essentials*, 5th ed. Upper Saddle River, NJ: Pearson Prentice Hall

Clark, James L. Lyn R. Clark. (2007). *How 11 : Handbook for Office Professionals (How 10: Handbook for Office Workers)* 10 edition . South-Western College Publishing.

Lexico Publishing Group, LLC. (2008). Dictionary.com. Retrieved April 5, 2012 from <http://dictionary.reference.com>

Magazines

Computer Literacy Index
The Office
OfficePro

Periodicals

Audiovisual Resources

Electronic Resources

[Guide to Grammar and Writing](#)

English to English Dictionary
<http://dictionary.reference.com>