

CURRICULUM PROPOSAL FORM
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number	<u>9</u> / <u>A</u>
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

New course(replacing existing course) / Bus. Education

COURSE/PROGRAM TITLE BE 260 ALPHABETIC SHORTHAND THEORY/Office Administration

DEPARTMENT ASBED

CONTACT PERSON Dr. Virginia C. Demand

II. APPROVALS

Virginia C. Demand
Department Curriculum Committee

W. T. Harrison
Department Chairperson

George R. Hill
College Curriculum Committee

John A. Hill
College Dean *

Director of Liberal Studies
(where applicable)

Provost
(where applicable)

* COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted
to UWUCC _____

Semester/Year to be
Implemented 2d sem.
1988-89

Date to be published
in Catalog _____

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

IV.1.

EE 180 ALPHABETIC SHORTHAND THEORY

Credit--3 hours

Basic principles of alphabetic shorthand with emphasis on mastery of the shorthand theory, speed building, punctuation, grammar, and spelling. "New matter" dictation will be introduced during the last few weeks of class. The alphabetic system to be taught will vary.

BE 260 Alphabetic Shorthand Theory

Prerequisite: None

Catalog Description:

BE 260 ALPHABETIC SHORTHAND THEORY

Credit--3 hours

Basic principles of alphabetic shorthand with emphasis on mastery of the shorthand theory, speed building, punctuation, grammar, and spelling. "New matter" dictation will be introduced during the last few weeks of class. The alphabetic system to be taught will vary.

Course Objectives:

1. To provide a knowledge of the theory, brief forms, and frequent phrases of alphabetic shorthand.
2. To develop fluency in reading shorthand plate material, homework notes, and classroom dictation.
3. To produce the ability to write legible shorthand from live and recorded dictation and transcribe these shorthand notes in long hand or on the electronic keyboard.
4. To write shorthand at a minimum of 50 words a minute for 3 minutes with 95 percent accuracy.

Course Outline:

1. 15% -- introducing new theory and reviewing previous theory lessons.
2. 10% -- reading shorthand plates from previous lessons.
3. 60% -- dictation of shorthand plates in current and previous lessons including previews of shorthand outlines.
4. 5% -- Dictation of "new matter."
5. 10% -- Testing

Evaluation consists of the following:

1. Brief form tests: A = 100%; B = 95%; C = 90%
2. Theory tests: A = 95%; B = 90%; C = 85%
3. Quizzes: A = 19-20; B = 17-18; C = 15-16; D = 13-14; F = below 13
4. Shorthand takes: Students should be able to transcribe at least three dictation tests at final grade level:
 - A = 3 minutes at 70 words per minute with 9 or fewer errors.
 - B = 3 minutes at 60 words per minute with 8 or fewer errors.
 - C = 3 minutes at 50 words per minute with 6 or fewer errors.

SE 150 Alphabetic Shorthand Theory (Syllabus cont.)

5. Four 100-word brief form tests will be given. and the lowest grade may be dropped.
6. Four 100-word theory tests will be given. The lowest grade may be dropped.

Grades will be determined in the following way:

100-word brief form tests	10%
100-word theory tests	10%
Shorthand takes	50%
Homework and quizzes	10%

Text: Joe M. Pullis. SPEEDWRITING SHORTHAND. Indianapolis: The
Bobbs-Merrill Company, Inc., 1984.
or
Frances Greer, Ph.D. STENOSPEED. Chicago: Science
Research Associates, Inc., 1975

Section A: Details of the course

- A- This course is not proposed as a part of liberal studies. The course is needed for certification in Business Education, and will take the place of BE 363 Shorthand Transcription. Office Administration students can use the course as an elective in their major. The course could be chosen as an elective.
- A2 This course will require the deletion of BE 363 Shorthand Transcription and a change in name and content of BE 262 Shorthand Dictation. (These are being submitted separately.)
- A3 This course is a traditional type course.
- A4 This course has not been offered as special topics.
- A5 Not a dual-level course.
- A6 This is not for variable credit.
- A7 Other institutions offer similar courses.
- A8 Shorthand is required for Business Education Certification in most states. While the Pennsylvania schools once offered Gregg Shorthand almost exclusively, many high schools have added alphabetic shorthand to their curriculum either replacing Gregg Shorthand or supplementing it.

Our Business Education students need this to enhance their credentials and better prepare them to teach in the public schools. Employment opportunities for our students will be increased by the addition of this to the curriculum.

Alphabetic Shorthand is informally recommended by members of the Pennsylvania Business Education Association.

Section B: Interdisciplinary Implications

- B1 One teacher.
- B2 No additional courses needed.
- B3 Course will not affect other departments.
- B4 Continuing Education

Section 1: Implementation

- C1 a. Faculty in place--several are prepared to teach this course.
 - b. No new space requirements.
 - c. Equipment--same as is currently being used.
 - d. Laboratory supplies in place.
 - e. Library materials in place.
 - f. Travel funds not needed.
- C2 Grant funding not involved.
- C3 Will be offered one semester a year--does not matter when.
- C4 One section will be offered per year.
- C5 Could accommodate up to 30 students limited by room size.
- C6 No enrollment limits.
- C7 This will be a curriculum requirement but is taking the place of another requirement. This will not increase the number of hours the student must take.

Section D: Miscellaneous



Curricular Offering/Change Authorization

Please Check One For Each Form

- ☐ New Course Addition
☒ Course Deletion
☐ Course Number Change
☐ Course Descriptive Title Change
☐ Semester Hours Change

List only one entry per form.
Submit this form to College Dean.

Administrative Services and
Business Education

Department

☒ Undergraduate
☐ Graduate

Please list below the full information requested for the course to be added/dropped or changed.

Action	Dept.	Number	Descriptive Title	Semester Hours	Remarks
Add					
Drop	BE	363	Shorthand Transcription	3	
Change From					
To					

My signature on this form signifies that I, or the approving agency which I chair on the following date approved the inclusion/deletion or changes listed above to the appropriate Master Course File.

Sign and route as follows

1. Scheduling - White
2. Chairperson - Canary
3. College Dean - Pink

Chairperson

Date

Dean of College

Date

Chairperson of Curr. Comm/Grad Council

Date