



**TAGBILARAN CITY COLLEGE**  
**College of Business and Industry**  
**Tagbilaran City, Bohol**



<b>Vision</b>	A stable and vibrant learning institution molding the youth into professionals and skilled workers who are competent and ready for employment.
<b>Mission</b>	To provide equal access to quality college education and vocational training to Boholanos.
<b>Goals</b>	To periodically update the curricular offerings of TCC to respond to the demands of the community and the business industries. To enhance students' academic performance and work-related skills development. To instill values and work ethics in consonance with social responsibility awareness.

<b>Program</b>	<b>Bachelor of Science in Office Administration</b>	
	<b>PROGRAM OUTCOMES</b>	<b>PERFORMANCE INDICATORS</b>
	Graduates of <b>Bachelor of Science in Office Administration</b> are expected to:	
	<b>PO1.</b> Provide general administration and clerical support to high-level executives guided by the Code of Ethics for office professionals.	<ul style="list-style-type: none"> <li>• Serve as Public Relations Officer of the company</li> <li>• Plan and schedule meetings, events for administrators, prepare needed logistics and papers and conference rooms</li> <li>• Relay directives, instructions and assignments to executives on time.</li> </ul>
	<b>PO2.</b> Coordinate office management activities	<ul style="list-style-type: none"> <li>• Demonstrate good team-working and management skills</li> <li>• Maintain office procedures in all activities</li> <li>• Coordinate program of activities with people concerned.</li> <li>• Apply proper housekeeping and office ergonomics</li> </ul>

<b>PO3.</b> Manage office communications and information	<ul style="list-style-type: none"> <li>• Update company information boards</li> <li>• Communicate effectively with fellow workers and stakeholders both orally and in writing</li> <li>• Receive and relay telephone, email, and other voice communications promptly.</li> <li>• Produce business letters, memoranda, reports, forms, tables, and other business documents using proper formatting, grammar, spelling and punctuation.</li> </ul>
<b>PO4.</b> Maintain and manage files and office supplies effectively.	<ul style="list-style-type: none"> <li>• File accurately using electronic filing system.</li> <li>• Monitor departmental materials, supplies, and orders as needed.</li> </ul>
<b>PO5.</b> Exhibit acceptable human relations skills in a diverse environment.	<ul style="list-style-type: none"> <li>• Demonstrate good team-working and management skills.</li> <li>• Work effectively and independently in multi-disciplinary and multi-cultural teams.</li> </ul>
<b>PO6.</b> Articulate and discuss the latest developments in the specific field of practice.	<ul style="list-style-type: none"> <li>• Engage in trainings, workshops, seminars, fora on business and industry trends</li> <li>• Initiate activities promoting Information and Communication Technology (ICT)</li> </ul>
<b>PO7.</b> Effectively communicate orally and in writing using both English and Filipino.	<ul style="list-style-type: none"> <li>• Conduct interviews with successful entrepreneurs and industry practitioners</li> <li>• Organize and conduct school activities</li> <li>• Prepare technical papers on related business fields</li> <li>• Present business proposals</li> </ul>
<b>PO8.</b> Work effectively and independently in multi-disciplinary and multi-cultural teams.	<ul style="list-style-type: none"> <li>• Join professional organizations related to the field</li> <li>• Join local, national and international competitions</li> </ul>
<b>PO9.</b> Act in recognition of professional, social, and ethical responsibility.	<ul style="list-style-type: none"> <li>• Participate in community outreach programs with People's organizations, NGOs and private sectors</li> <li>• Conduct information, education and communication campaigns on environmental conservation</li> </ul>
<b>PO10.</b> Preserve and promote " <i>Filipino historical and cultural heritage</i> "	<ul style="list-style-type: none"> <li>• Participate in historical and cultural activities conducted by the government</li> </ul>

	<ul style="list-style-type: none"> <li>Organize and conduct school activities to promote awareness on history and cultural heritage</li> </ul>
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**COURSE SYLLABUS**  
1<sup>st</sup> Semester, A.Y. 2021 - 2022

Course Code	OA 313	Instructor	Alfred John A. Auditor, MPA
Course Title	Machine Shorthand 1	Email	ajauditor.tcc@gmail.com
Course Credits	3 units	Contact Number	(0930) 253 4955
Course Classification	OA Core	Consultation Hours	Monday 8:00 am – 5:00 pm
Pre-Requisite(s)	None	Consultation Venue	Faculty Room

COURSE OUTCOMES	PROGRAM OUTCOMES									
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
All the completion of the course, students should be able to:										
CO1 – Identify letters in steno machine keyboards.	L	L		L		L		L		
CO2 – Determine and apply the different principles in writing steno machine words and phrases.	P	P	P	P		L	P	L	P	
CO3 – Identify the transcription of each shorthand words.		L		L		L	L	L	P	
CO4 – Appreciate the importance of shorthand which increases speed or brevity of writing.	L	P	L	I	P	L	L	L	P	
CO5 – Acknowledge the necessity of shorthand as a skill in speed writing.	L	L		P	L	L	O	L	L	
CO6 – Engage actively in group and individual activity in transcribing shorthand.	P	P		P			P	L	P	
CO7 – Demonstrate skills in writing using steno machine.	L		L		L		L	L	L	

*Legend:*

- L - Facilitate LEARNING of the competencies (input is provided and competency is evaluated)*
- P - Allow student to PRACTICE competencies (no input but competency is evaluated)*

- O - Provide OPPORTUNITY for development (no input or evaluation, but there is opportunity to practice the competencies)

COURSE DESCRIPTION				
This course is designed to enable the students to attain the ultimate goal of shorthand study. It will continue to stress the basic principles of shorthand but it includes some guidelines for document preparation, increasing their dictation speed to the highest possible point and to develop good transcription skills and speed.				
COURSE CONTENT				
TOPICS	HOURS	LEARNING OBJECTIVES	STRATEGY/METHODOLOGY/ACTIVITIES	EVALUATION METHODS
<b>I. Introduction</b> <ul style="list-style-type: none"> <li>• Discussion on TCC VMGO</li> <li>• Historical Background of Stenography</li> </ul>	3 hrs. (First Week)	<ul style="list-style-type: none"> <li>• To exhibit deep knowledge about the historical and legal bases of Stenography, understand its goals and objectives, and explain its importance to the Filipino citizens nationwide.</li> <li>• To understand the concept and historical background of Stenography.</li> </ul>	<ul style="list-style-type: none"> <li>▢ Concept web on the Vision, Mission and Goals of TC College</li> <li>▢ Expectations about the subject matter</li> <li>Questions &amp; answer Approach about the grading system and rules &amp; regulations</li> <li>▢ Flow chart on the topic in which students learn to apply critical thinking</li> <li>▢ Online Lecture/ Discussion</li> <li>▢ Demonstration</li> <li>▢ Group/Seat Work</li> </ul>	Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill
<b>II. INTRODUCTION</b> <ul style="list-style-type: none"> <li>• The Stenograph Keyboard</li> <li>• Setting Up the Tripod</li> <li>• Removing Machine from the Tripod</li> <li>• Threading the Paper</li> <li>• Proper and Exact Position of Finger Assignments</li> </ul>	3 hrs. (Second Week)	<ul style="list-style-type: none"> <li>• To familiarize the stenograph keyboard machine.</li> <li>• To execute and apply the proper finger assignment.</li> <li>• To apply the steps on how to assemble and disassemble the stenograph machine.</li> </ul>	<ul style="list-style-type: none"> <li>Online Discussion</li> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> <li>Pre Recorded Video Lectures</li> </ul>	Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill

<p><b>III. LESSON 2-4</b></p> <ul style="list-style-type: none"> <li>• Single Characters (Initial and Final Side of Keyboard)</li> <li>• Single Character Writing Words</li> <li>• Single Character Writing Sentences</li> <li>• (Punctuation Symbol and Brief Forms)</li> </ul>	<p>6hrs. (Third Week)</p>	<ul style="list-style-type: none"> <li>• To apply and execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New Letters punctuation symbol (PERIOD), Correction Key, New Letters and punctuation symbol (QUESTION MARK)</li> <li>• To enhance the speed in using the stenograph machine.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>
<p><b>IV. LESSON 5-8</b></p> <ul style="list-style-type: none"> <li>• Double Character Representations the Vowel "I" &amp; Initial Side</li> <li>• Double Character Representations writing sentences</li> <li>• Additional Initials side double character Representations</li> <li>• Mutli-Character Representations Initials Side</li> </ul>	<p>3 hrs. (Fourth Week)</p>	<ul style="list-style-type: none"> <li>• Apply Multi-character representations on the Initials side</li> <li>• Execute in the stenograph machine the New Letters and recall other Characters</li> <li>• To enhance the speed in using the stenograph machine.</li> <li>•</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>
<p><b>V. LESSON 9-11</b></p> <ul style="list-style-type: none"> <li>• Multi-Character Representation Final Side</li> <li>• Combinations Sound</li> <li>• Alphabet Review</li> </ul>	<p>3hrs (Fifth Week)</p>	<ul style="list-style-type: none"> <li>• To apply and execute in the stenograph machine the New Letters: DIPHTHONG AW, N, LONG I</li> <li>• To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>

<p><b>VI. LESSON 12-14</b></p> <ul style="list-style-type: none"> <li>• Vowel Usage (Writing by sound)</li> <li>• Vowel Usage (Long Vowels)</li> <li>• Punctuation</li> <li>•</li> </ul>	<p>3hrs. (Sixth Week)</p>	<ul style="list-style-type: none"> <li>• To apply and execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New Letters: Short and Long Sound Vowels</li> <li>• To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>
<p><b>VII. LESSON 15-17</b></p> <ul style="list-style-type: none"> <li>• Number Usage</li> <li>• High Frequency Words &amp; Phrases</li> </ul>	<p>6hrs. (Seventh Week)</p>	<ul style="list-style-type: none"> <li>• Identify the Keys in Typing Numbers</li> <li>• Execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New Letters, Punctuation Symbol (Comma), and Numbers</li> <li>• To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>	<p>Discussion Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>
<ul style="list-style-type: none"> <li>• <b>LESSON 18-20</b> High Frequency Words</li> <li>• Inflected Ending</li> <li>• Possessives</li> </ul>	<p>3 hrs. (Eight Week)</p>	<ul style="list-style-type: none"> <li>• Identify High Frequency Words</li> <li>• Apply the basic fundamental steps in stenograph machine the different forms and strokes of stenography</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▢ Demonstration</li> <li>▢ Online Exercise/Practice Drill</li> <li>▢ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams</p>

		<p>especially in the New Letters</p> <ul style="list-style-type: none"> <li>To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>		Homework Reading Exercise
<p><b>VIII. LESSON 22-23</b></p> <ul style="list-style-type: none"> <li>Words Ending in CT – X and Shun Sound</li> <li>Words Beginning with Col, Com, Con, Cor</li> </ul>	3 hrs. (Ninth Week)	<ul style="list-style-type: none"> <li>Identify Words ending in CT, X and Shun</li> <li>To apply and execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New rules</li> <li>To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>Demonstration</li> <li>Online Exercise/Practice Drill</li> <li>Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation</p> <p>Online Quiz uploaded in MS Teams</p> <p>Homework Reading Exercise Drill</p>
<p><b>IX. LESSON 24</b></p> <ul style="list-style-type: none"> <li>Words ending in ST, XT, TH and V (E)</li> </ul>	3 hrs. (Tenth Week)	<ul style="list-style-type: none"> <li>To apply and execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New Letters: M, K, -N, DIPHTHONG OI, and Number 6</li> <li>To transcribe at least 40wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>Demonstration</li> <li>Online Exercise/Practice Drill</li> <li>Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation</p> <p>Online Quiz uploaded in MS Teams</p> <p>Homework Reading Exercise Drill</p>
<p><b>X. LESSON 25</b></p> <ul style="list-style-type: none"> <li>Number Usage _Advanced</li> </ul>	3 hrs. (Twelve Week)	<ul style="list-style-type: none"> <li>Apply the advanced rules in Number</li> <li>To transcribe at least 50wpm on the</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>Demonstration</li> </ul>	

		stenograph machine transcription.	<ul style="list-style-type: none"> <li>▯ Online Exercise/Practice Drill</li> <li>▯ Online Recitation</li> <li>Pre Recorded Video Lectures</li> </ul>	<p>Online Recitation  Online Quiz uploaded in MS Teams  Homework Reading Exercise Drill</p>
<b>XI. LESSON 26</b> <ul style="list-style-type: none"> <li>• Words Ending in –Shal and Shus</li> </ul>	6 hrs. (Thirteenth Week)	<ul style="list-style-type: none"> <li>• To demonstrate the rule in typing words ending in shal and shus.</li> <li>• To transcribe at least 50wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▯ Demonstration</li> <li>▯ Online Exercise/Practice Drill</li> <li>▯ Online Recitation</li> <li>Pre Recorded Video Lectures</li> </ul>	<p>Online Recitation  Online Quiz uploaded in MS Teams  Homework Reading Exercise Drill</p>
<b>XII. LESSON 30</b> <ul style="list-style-type: none"> <li>• Words Ending in Consonant not on the Final Side</li> </ul>	3 hrs. (Fourteenth Week)	<ul style="list-style-type: none"> <li>• Apply the new rules in typing word ending in consonant which in not on the final side</li> <li>• To transcribe at least 55wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▯ Demonstration</li> <li>▯ Online Exercise/Practice Drill</li> <li>▯ Online Recitation</li> <li>Pre Recorded Video Lectures</li> </ul>	<p>Online Recitation  Online Quiz uploaded in MS Teams  Homework Reading Exercise Drill</p>



<p>XIII. LESSON 34-36</p> <ul style="list-style-type: none"> <li>• Words Ending in Y</li> <li>• REVIEW</li> </ul>	<p>6 hrs. (Fifteenth Week)</p>	<ul style="list-style-type: none"> <li>• To apply and execute the basic fundamental steps in stenograph machine the different forms and strokes of stenography especially in the New Letters:</li> <li>• To transcribe at least 55wpm on the stenograph machine transcription.</li> </ul>	<p>Online Discussion</p> <ul style="list-style-type: none"> <li>▫ Demonstration</li> <li>▫ Online Exercise/Practice Drill</li> <li>▫ Online Recitation</li> </ul> <p>Pre Recorded Video Lectures</p>	<p>Online Recitation Online Quiz uploaded in MS Teams Homework Reading Exercise Drill</p>
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### FINAL COURSE OUTPUT

- Online assessment of students ORAL RECITATION.

### RUBRIC FOR ASSESSMENT

CRITERIA	Accuracy 30%	Speed 30%	Focus and Concentration 20%	Consistency 20%
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	Exhibits accurateness, precision, in writing using stenography which allows the user to minimize recurring mistakes or error in writing stenography and to produce accurate documentation needed.	Exhibits the ability to produce written document using stenography in an expected duration of time being allotted in taking down notes and to accomplished documentation in a quick rate which is expected to be done on time.	Exhibit the attitude of having a clear perception on the subject which requires desired action in taking down notes using stenography and to show the attention or effort given to activities and the accomplish documentation	Exhibits the firmness and consistency in using stenography which adhered to thee knowledge on its basic rules and foundation to produce quality outputs and skilled individuals in the specific field of work.
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## GRADING SYSTEM

### Prelim to Tentative Final Grade:

Conception Activities	- 10%
Performance Tasks	- 40%
Quizzes	- 20%
Major Exam	- <u>30%</u>
<b>Total</b>	<b>100%</b>

Prelim Grade = grade computed for the prelim period

Midterm Grade = grade computed for the midterm period

Tentative Final Grade= grade computed for the final period

Final Grade = 25% of Prelim + 25% of Midterm + 50% of Tentative Final Grade

*Passing rate: 40%*

## LEARNING MATERIALS

**Readings:**

- A. Stenograph Transcription
- B. Student Handbook

**REFERENCES**

- Machine Shorthand Book
- Compilation of Reading and Dictation Practice's Transcription

Prepared by:	Noted by:
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