200 Machine Shorthand Speedbuilding Syllabus

Course Name:
Accelerated Machine Shorthand

Course Number/Credits Awarded:
CRTR 2232/2.0 credits

Prerequisites:
CRTR 2403

Course Description:
Skill development and mastery of high-speed dictation including readback, machine practice, and transcript production. This course may be repeated multiple times until machine shorthand standards are met. This class develops speed and accuracy with live dictation practice and incremental testing. Students must pass six 5-minute tests at 200 wpm. The tests must be passed with a minimum of 95 percent accuracy. One test per week must be transcribed on-site, monitored, and timed by an institutional supervisor. All tests are transcribed on-site and monitored by institutional supervisor. Testing is at incremental speeds on unfamiliar material, and a test is not used more than once every six months. Homework and projects are designed to advance court reporting skills and are assigned and supervised by an instructor. The student will continue to develop technical skills (material will include but is not limited to technical material, multi-voice material, and transcript material).

Time Allotment:
Two (1) lecture hours and eight (4) lab hours per week
Fall, Spring, and Summer this class is taught

Instructor:
Dawn M. Wilson (program advisor) (speed advisor)
Office: Room 405  Office Hours: 1:00 – 3:00 Monday through Friday
Phone: (903)753-2642 extension: 8263  Fax: (903)753-3372  E-mail: dwilson@kilgore.edu

Rationale:
To function successfully in the court reporting profession, a court reporter must be able to take down the spoken word at the speed the speaker is talking word for word. Machines Shorthand classes are designed to bring the student to certification and job-entrée-level speed.

Teaching Methods:
In recognition of the various learning styles of students, the instructor will utilize the following teaching methods: Dictation of material, including two-voice testimony, to develop speed, accuracy, and read back abilities. Dictation materials are selected from a variety of sources including business and personal letters, books, magazines, depositions, NCRA publications, Stenograph publications, and Gregg Shorthand publications. The instructor will do dictation at speed, using speedbuilding techniques. Discussions related to specific works, meanings of
unfamiliar words, punctuation, steno outlines, proper transcription form, test etiquette, proper posture, and other court reporting related facts. Instruction shall include the use of on-line computer technology, videotapes, and teacher interaction.

**Educational Materials:**
Actual depositions and court transcripts
Magazine, books, and newspaper articles
NCRA Material Exchange
Pre-marked purchased materials
Stenographic writer

**Tape Exchange:**
No more than two (2) tapes a day can be exchanged by a student. There will be a 24-hour-turn-around on tapes that are turned in for exchange.

**Evaluation Method/Grading Criteria:**
The lowest passing grade on a typed test is 95 percent accuracy. Attendance and class assignment grades are converted to a letter grade. Final grades are based on the following:

**Grading Scale:** The program indicates grades by the following symbols.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>(90 – 100)</td>
<td>excellent</td>
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<tr>
<td>B</td>
<td>(80 – 89)</td>
<td>above average</td>
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<tr>
<td>C</td>
<td>(70 – 79)</td>
<td>fair or average</td>
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<tr>
<td>D</td>
<td>(60 – 69)</td>
<td>lowest passing mark</td>
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<tr>
<td>F</td>
<td>(0 – 59)</td>
<td>failing</td>
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<tr>
<td>I*</td>
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<td>Incomplete</td>
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<td>IP**</td>
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<td>Incomplete Passing</td>
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<td>W</td>
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<td>Withdrawn from course</td>
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<td>CR</td>
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<td>Credit by examination and advance placement</td>
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**Class requirements:**

**Tests:** six 5-minute tests at 200 wpm
2 Q+A test at 200 wpm
2 Jury Charge test at 200 wpm
2 Literary test at 180 wpm

Four (4) hours of class practice must be completed every week in the computer lab (room 308). The lab will be open for class work Monday through Friday from 1:00 to 3:00 p.m. The student must sign in/out when coming to the lab for class practice.

**Homework:**
Homework will be assigned to aid the student’s speed development. Students are required to do ten (10) hours of homework on the on-line site. If the student has the proper technology at home, the homework can be done at home.
**Classroom Policies:**
Students are expected to be present for all classes in order to make satisfactory progress. Students are expected to complete the speed test requirements and all assigned work. No more than ten (10) class hours can be missed in a semester.

**Academic honesty policy:** It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate scholastic dishonesty. A student’s participation in academic dishonesty will result in their dismissal from the program.

**Drop Date:** All deadlines for dropping and/or withdrawing with a “W” are calculated at 75% of any semester or term. Current dates may be found in the college calendar, class schedules, and on the college website.

Attendance information, make-up examination procedures, civility policy, drop date, or any other information not found in this syllabus are to be found in the Kilgore College Catalog.

**Student Learning Outcomes/Course objectives:**
At the completion of this course, the student will be able to:
- demonstrate mastery of conflict-free machine shorthand; (1,2,4,5,6,7,8)*
- refine skills in readback and transcript production to program standards; (1,4,6,7)
- improve technical, medical, multi-voice, and legal opinion materials to aid his/her court reporting skills. (1,2,5,7,8)

**Course Content:**
1. Other material is dictated to develop speed and accuracy.
2. Students receive practice on the following: numbers, names, dates, cities, states, Q+A, Jury Charge, Literary, and phone numbers.
3. Tests are given throughout the week. Two (2) complete sets are given each week.
4. One speed test per week must be transcribed.

**Course Outline/Semester Calendar**

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
<th>Week 5</th>
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<th>Week 7</th>
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Week 11: 2 Jury Charge tests 2 Literary Tests 2 Q+A tests
Week 12: 2 Jury Charge tests 2 Literary Tests 2 Q+A tests
Week 13: 2 Jury Charge tests 2 Literary Tests 2 Q+A tests
Week 14: 2 Jury Charge tests
Week 15: 2 Jury Charge tests 2 Literary Tests 2 Q+A tests
Week 16: Final Exams 1 Jury Charge tests 1 Literary Tests 1 Q+A tests

Transcript format Guidelines for Q+A:
1. No fewer than 25 typed lines on standard 8-1/2 by 11 paper.
2. No fewer than nine or ten characters to the typed inch.
3. Left-hand margin to be set no more than 1-3/4 inches.
4. Right-hand margin to be set at no more than 3/4 inch.
5. Each question and answer to begin five (5) spaces from the left-hand margin, with no more than five (5) spaces from the “Q” and “A” to the text.
6. Carryover Q and A lines to begin at the left-hand margin.
7. Colloquy material to begin no more than 15 spaces from the left-hand margin, with carryover colloquy to the left-hand margin.

Disclaimer:
Your instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

* Denotes SCANS competencies. SCANS is the Secretary’s Commission on Achieving Necessary Skills. SCANS competencies are included in every course in an attempt to ensure that the student has the necessary skills to succeed on a job.

1 = Reading
2 = Writing
3 = Arithmetic or Mathematics
4 = Speaking and Listening
5 = Thinking Skills
6 = Personal Qualities
7 = Workplace Competencies
8 = Basic Use of Computers

Prepared by:  Dawn M. Wilson (for Master Syllabus)
Revised: 08/1/10