

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR ROAD**  
**PEORIA, IL 61614**  
**(309) 692-4092 (800)251-4299**  
**W2005/2006**

**COURSE:** CR115 Theory of Machine Shorthand II

**CREDIT HOURS:** 4 quarter credit hours/classroom/lab

**TEXT:** Phoenix Theory Lessons 17-32, Stenograph Corporation  
Phoenix Theory Reading Exercises (packaged with student text)  
Phoenix Theory Lessons on Audio Cassette, Stenograph Corporation  
Phoenix Theory Fast Track to Machine Shorthand Speed, Stenograph Corporation  
Phoenix Theory Reference Dictionary, Stenograph, L.L.C.

**AUTHOR:** Carol Webster Jochim

**PUBLISHER:** Phoenix Theory, Ltd.

<b>MIDSTATE GRADING SCALE:</b>	90-100	A
	80-89	B
	70-79	C
	60-69	D
	59-	F

\*ALL students must have a 70% or better to pass this course.

**PREREQUISITE:** Knowledge of the QWERTY keyboard, CR114 Theory of Machine Shorthand I

**COURSE DESCRIPTION:**

This course is a continuation of Theory of Machine Shorthand I. More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered. Extensive drills on unfamiliar material which includes current events and timed writings will prepare the student to pass timed writings at 40, 60, and 80 wpm. Realtime drills will enable the student to acquire a 95 percent first-pass translation rate.

**REQUIREMENTS FOR COMPLETING THE COURSE:** All courses in Judicial Reporting program must be passed with a "C" or better.

**TOPICS:** Theory principles; consonant sounds (initial and final sides); vowel sounds; mandatories; briefs; phrases; alphabets; numbers; homonyms; special functions; symbols

**OBJECTIVES:** Upon successful completion of this course, the student will be able to:

1. Read and write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read aloud from shorthand notes, quickly locating portions to be read, maintaining composure while reading, reading distinctly and with authority.
3. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar and word usage skills.
4. Strive for a first-pass realtime translation rate of 95 percent.

**INSTRUCTOR:** Teresa D. Ozuna, CSR, CRI **Room:** 220 **E-mail:** [tozuna@midstate.edu](mailto:tozuna@midstate.edu)  
**College:** (309)692-4092, Ext. 2200 **Home:** (309)682-4511  
**Office Hours:** Monday & Wednesday 3:30 p.m. – 5:00 p.m.;  
 Tuesday & Thursday 3:30 p.m. – 5:00 p.m.;  
 Friday 1:00 p.m. – 4:30 p.m.; or by appointment.

**MATERIALS NEEDED FOR THIS COURSE:** Stentura 400 SRT or better, electronic shorthand machine capable of realtime and compatible with RapidWrite Pro or Stenograph Case CATalyst software; realtime cables; Hesitation Notebook of student's choosing; metronome with earphone jack, Steno-Pad® paper for shorthand machine; ink ribbon cartridges, as needed; blank audio tapes.

\*For Phoenix Theory Lessons on Audio Cassette not included in text packet, please take blank audio tapes to the library for copying with permission of Stenograph Corporation, or you may purchase blank tapes in the library.

**E-LEARNING STUDENTS:**

IN ADDITION TO ABOVE:

RapidWrite Pro software

Phoenix Theory Translation Dictionary (included with purchase of RapidWrite Pro)

Microsoft® Word or Windows Notepad

Phoenix Theory tutorial software (Offline content CDs)

**PARTICIPATION REQUIREMENTS/POLICIES & PROCEDURES/REQUIREMENTS TO PASS**

**COURSE:** Because the nature of learning machine shorthand theory is complex, it is strongly recommended that students attend daily for all scheduled class periods. Please let me know by e-mail or call (309)692-4092, Ext. 2200 if you will not be attending class. For most students, it takes an average of four to eight hours to complete each lesson as outlined in the theory text. Since each exercise builds upon the previous exercise, and likewise, each lesson builds upon the previous lesson, it is imperative that the homework be completed.

Practice and study time should be set aside each day for the student to remain current in the course.

Students must become familiar with standards and requirements of the Judicial Reporting Department.

The instructor will lecture on the history of machine shorthand and the development of the stenotype machine; the need for conflict-free shorthand notes; careers available to realtime reporters, which shall include freelance and official reporting, CART reporting, broadcast captioning; the ADA Act.

Students must use Phoenix Theory audio tapes for each lesson. Students will complete Phoenix Theory Fast Track lessons and will utilize Phoenix Theory Fast Track audio cassette lessons to augment the Fast Track text.

**LATE WORK:** Late work will not be accepted for any reason unless previously arranged with the instructor or if the student has a valid doctor's excuse.

**CELLULAR PHONES IN CLASS:** Please turn your cell phones off or turn them on vibrate while in class, as class time is limited and dictation occurs daily.

**ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE:**

Students will write the appropriate lesson(s) as assigned, a minimum of one time. The instructor will lecture, introducing and expounding on theory principles. Students will complete the appropriate Reading Exercises after writing each lesson and may be required to do so in class as well. The instructor will dictate material appropriate to the lesson and will require students to read back from their notes and circle each error, thereby analyzing steno notes in order to isolate and correct misstrokes immediately. Students must turn in lessons weekly as assigned and will complete a Lesson Evaluation for each lesson. The students' writing will be evaluated by the instructor for improvement.

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**GRADING SPECIFICATIONS:**

Final Grade Computation: Final grade shall be computed by using the following percentages and grading scale

40% Homework  
 40% Lesson Evaluations  
 20% Final Evaluation

Grading Scale	90-100	A
	80-89	B
	70-79	C
	60-69	D
	59	F

40% Homework: Homework grades are given at the end of each lesson. Homework grade is computed by counting the number of completed exercises handed in to the instructor and assigning grade values based on the following grading scale:

Grading Scale:  
 Turn in all exercises = 100  
 Minus one exercise = 90  
 Minus two exercises = 80  
 Minus four exercises = 70  
 Minus five exercises or more = 60

Final homework grade is obtained by averaging all lesson homework grades for the quarter.

*\*E-learning students must write each lesson utilizing realtime technology with 98% accuracy before progressing to the next lesson.*

40% Lesson Evaluations: Lesson evaluations are given at the end of Lessons 17-28. Each 20-question evaluation is graded on the following scale:

Grading Scale:	Errors	Score
	1	95
	2	90
	3	85
	4	80
	5	75
	6	70

20% Final Evaluation: A comprehensive evaluation consisting of 200 questions follows Lesson 32.

Grading Scale:	Errors	Score
	11	95%
	21	90%
	32	85%
	43	80%
	53	75%
	64	70%

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**GENERAL COURSE OUTLINE:**

This Theory of Machine Shorthand II course shall include:

1. instruction in writing conflict-free shorthand notes.
2. live practice dictation.
3. approximately two lessons per week to be covered in class as assigned by instructor.
4. an evaluation after each lesson is completed.
5. a comprehensive final exam covering the theory principles learned.
6. steno reading exercises as assigned by the instructor.
7. transcription exercises as assigned by the instructor.
8. realtime online drill and practice.

**COURSE OUTLINE**

<b>WEEK 1</b> (November 15 & 17):	Lesson 17
<b>BREAK:</b> (November 22 & 24):	<b>No classes – Thanksgiving Break Happy Turkey Day!</b>
<b>WEEK 2</b> (November 29 & December 1):	Lesson 18
<b>WEEK 3</b> (December 6 & 8):	Lesson 19
<b>WEEK 4</b> (December 13 & 15):	Lesson 20
<b>Christmas and New Year Vacation will be from December 19<sup>th</sup> through January 1<sup>st</sup>, 2006. Merry Christmas and Happy New Year! (Refer to your MSC Calendar for office hours.)</b>	
<b>WEEK 5</b> (January 3 & 5):	Lesson 21, Lesson 22
<b>WEEK 6</b> (January 10 & 12):	Lesson 23, Lesson 24
<b>WEEK 7</b> (January 17 & 19):	Lesson 25, Lesson 26
<b>WEEK 8</b> (January 24 & 26):	Lesson 27, Lesson 28
<b>WEEK 9</b> (January 31 & February 2):	Lesson 29, Lesson 30
<b>WEEK 10</b> (February 7 & 9):	Lesson 31
<b>WEEK 11</b> (February 14 & 16):	Lesson 32
<b>WEEK 12</b> (February 21 only):	<b>FINAL EXAM</b>

**Coursework Expectations:**

For most students, it takes an average of four to eight hours to complete each lesson as outlined in the theory text. Since each exercise builds upon the previous exercise, and likewise, each lesson builds upon the previous lesson, it is imperative that the homework be completed. Practice and study time should be set aside each day for the student to remain current in the course.

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