

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Spring 2019

Course: MSS011 Speed and Accuracy Development I

Credit: 6 Quarter Hours

Method of Delivery: eLearning, arranged (eL arr.)

Course Description:

In this developmental course students complete a theory review and practice various drills and timed writings to assist them in reaching their required skill level in machine shorthand speed and accuracy. Credit not applicable toward any degree programs.

Prerequisite:

JR140 and JR141

Text(s) & Manual(s): None

Materials needed for this course:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Access to EV360 Ultimate
- Stenograph machine with charger, realtime cable, and tripod

Topics:

Theory review, notes analysis, transcription techniques, speed and accuracy techniques.

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Learning Objectives: Upon completion of this course, the student will be able to:

1. analyze theory review exercises to compile data on areas for improvement.
2. use correct technique while writing from dictation.
3. transcribe steno notes accurately.
4. apply rules of punctuation, capitalization, and spelling appropriately.
5. analyze steno strokes to compile data on areas for improvement.
6. improve speed and accuracy.
7. transcribe two tests with 95% accuracy at individualized wpm goals.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College.

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Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor:	Kathryn Dittmeier, CRI	Room: 220 (office)
Midstate email:	kadittmeier@midstate.edu	Office hour(s):
Office phone:	309-692-4092 x 2200	Tuesdays 1:30-3:30 pm
Cell phone:	309-634-9374 (preferred)	or by appointment

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Policies and Procedures:

A grade of “C” or better in all coursework must be achieved to be eligible to graduate.

Documented Practice Hours: Per NCRA General Requirements and Minimum Standards (GRAMS), students **must** practice a minimum of 9 documented hours per week when enrolled part-time and 18 documented hours per week when enrolled full-time. Note this is a minimum. Time in machine classes counts toward this minimum.

Syllabus changes: The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in the Midstate Learning Management System (LMS) and/or via email.

Participation (Attendance) Requirements:

eLearning: to be considered in attendance for an eLearning or course, the student must participate each week by submitting substantial, gradable work.

On-campus: attendance is counted for each class session attended.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Examination Information:

This course has no midterm or final exams. Speed tests will be available to the students each week during the quarter.

Methods of evaluating student performance:

This course utilizes the following methods of evaluating student performance:

- Readback of new and previously covered materials
- Transcription of dictation
- Self-evaluation of writing skills
- Completion of assignments according to prescribed guidelines

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Instructor’s Grading Scale:

Your final grade in this course will be based on 756 points:

Theory Reinforcement Assignments	120 points	(10 points each x 12 assignments)
Literary Assignments	110 points	(10 points each x 11 assignments)
Jury Charge Assignments	110 points	(10 points each x 11 assignments)
QA Assignments	110 points	(10 points each x 11 assignments)
Self-evaluations	66 points	(2 points each x 33 assignments)
Test Transcription	180 points	(5 points each x 36 tests)
Weekly meeting with teacher (Zoom or phone call)	60 points	(5 points each x 12 meetings)

*All students must have a 70% or better to pass this course. (529 points, minimum.)

THEORY REINFORCEMENT ASSIGNMENTS	
<ul style="list-style-type: none"> • Labeled CATalyst file; shows evidence of completion of all assigned exercises = 10 points • Each missing or incomplete exercise = -2 points • Late assignment = -5 points (more than 1 week late = 0 points) 	10 points per assignment

LITERARY, JURY CHARGE, and QA ASSIGNMENTS GRADING GUIDELINES	
<ul style="list-style-type: none"> • Labeled CATalyst file; shows evidence of word list practice, sentence practice (if applicable), and dictation practice (all 5 minutes); remediated until done with 95% or better accuracy = 10 points • Missing one part of the assignment = -5 points • No evidence of remediation to an acceptable standard of accuracy = -5 points • Late assignment = -5 points (more than 1 week late = 0 points) • Literary assignments due by 8:00 a.m. the following TUESDAY • Jury Charge assignments due by 8:00 a.m. the following WEDNESDAY • QA assignments due by 8:00 a.m. the following THURSDAY 	10 points per assignment

Continued on next page.

SELF-EVALUATIONS GRADING GUIDELINES	
<p>When you conclude practice of that lesson for the week, take the evaluation at 5 minutes. Save and upload the results.</p> <p>A minimum of one self-evaluation should be submitted from each category of Literary, Jury Charge, and QA per week.</p> <ul style="list-style-type: none"> • Self-evaluation of less than 5 minutes = -1 point • No submission = 0 points 	<p>2 points per category 6 points per week</p>
TEST TRANSCRIPTION	
<ul style="list-style-type: none"> • Required each week: completion of 1 QA, 1 Jury Charge, and 1 Literary test. Must be transcribed, proofread, and submitted via EV360. • Test must be completed in the week assigned. No late tests will be accepted. 	<p>5 points per test</p>

Course Outline

Topics for all weeks:

Theory review, notes analysis, transcription techniques, speed and accuracy techniques.

Objectives for all weeks:

1. analyze theory review exercises to compile data on areas for improvement.
2. use correct technique while writing from dictation.
3. transcribe steno notes accurately.
4. apply rules of punctuation, capitalization, and spelling appropriately.
5. analyze steno strokes to compile data on areas for improvement.
6. improve speed and accuracy.
7. transcribe two tests with 95% accuracy at individualized wpm goals.

WEEK 1:

Assignments due by 8:00 a.m. Tuesday, May 28

Minimum 1 literary test at target speed L100M5E001. Second test is optional: L100M5E013

Minimum 1 jury charge test at target speed J100M5E001. Second test is optional: J100M5E013

Minimum 1 QA test at target speed Q100M5E001: Second test is optional: Q100M5E013

Week 1 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 2

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 001
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 2

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 001

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2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 2

1. QA Lesson: Student Package 1, 100 QA 001
2. QA self-evaluation (post-practice)

WEEK 2:

Assignments due by 8:00 a.m. Monday, June 3

Minimum 1 literary test at target speed L100M5E002. Second test is optional: L100M5E014

Minimum 1 jury charge test at target speed J100M5E002. Second test is optional: J100M5E014

Minimum 1 QA test at target speed Q100M5E002: Second test is optional: Q100M5E014

Week 2 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 3

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 002
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 3

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 002
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 3

1. QA Lesson: Student Package 1, 100 QA 002
2. QA self-evaluation (post-practice)

WEEK 3:

Assignments due by 8:00 a.m. Monday, June 10

Minimum 1 literary test at target speed L100M5E003. Second test is optional: L100M5E015

Minimum 1 jury charge test at target speed J100M5E003. Second test is optional: J100M5E015

Minimum 1 QA test at target speed Q100M5E003: Second test is optional: Q100M5E015

Week 3 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 4

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 003
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 4

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 003
2. Jury Charge self-evaluation (post-practice)

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Assignments Due Thursday, Week 4

1. QA Lesson: Student Package 1, 100 QA 003
2. QA self-evaluation (post-practice)

WEEK 4:

Assignments due by 8:00 a.m. Monday, June 17

Minimum 1 literary test at target speed L100M5E004. Second test is optional: L100M5E016

Minimum 1 jury charge test at target speed J100M5E004. Second test is optional: J100M5E016

Minimum 1 QA test at target speed Q100M5E004: Second test is optional: Q100M5E016

Week 4 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 5

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 004
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 5

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 004
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 5

1. QA Lesson: Student Package 1, 100 QA 004
2. QA self-evaluation (post-practice)

WEEK 5:

Assignments due by 8:00 a.m. Monday, June 24

Minimum 1 literary test at target speed L100M5E005. Second test is optional: L100M5E017

Minimum 1 jury charge test at target speed J100M5E005. Second test is optional: J100M5E017

Minimum 1 QA test at target speed Q100M5E005: Second test is optional: Q100M5E017

Week 5 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 6

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 005
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 6

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 005
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 6

1. QA Lesson: Student Package 1, 100 QA 005
2. QA self-evaluation (post-practice)

WEEK 6:

Assignments due by 8:00 a.m. Monday, July 1

Minimum 1 literary test at target speed L100M5E006. Second test is optional: L100M5E018

Minimum 1 jury charge test at target speed J100M5E006. Second test is optional: J100M5E018

Minimum 1 QA test at target speed Q100M5E006: Second test is optional: Q100M5E018

Week 6 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 7

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 006
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 7

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 006
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 7

1. QA Lesson: Student Package 1, 100 QA 006
 2. QA self-evaluation (post-practice)
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WEEK 7:

Assignments due by 8:00 a.m. Monday, July 8

Minimum 1 literary test at target speed L100M5E007. Second test is optional: L100M5E019

Minimum 1 jury charge test at target speed J100M5E007. Second test is optional: J100M5E019

Minimum 1 QA test at target speed Q100M5E007: Second test is optional: Q100M5E019

Week 7 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 8

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 007
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 8

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 007
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 8

1. QA Lesson: Student Package 1, 100 QA 007
 1. 2. QA self-evaluation (post-practice)
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WEEK 8:

Assignments due by 8:00 a.m. Monday, July 15

Minimum 1 literary test at target speed L100M5E008. Second test is optional: L100M5E020

Minimum 1 jury charge test at target speed J100M5E008. Second test is optional: J100M5E020

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Minimum 1 QA test at target speed Q100M5E008: Second test is optional: Q100M5E020
Week 8 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 9

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 008
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 9

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 008
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 9

1. QA Lesson: Student Package 1, 100 QA 008
1. 2. QA self-evaluation (post-practice)

WEEK 9:

Assignments due by 8:00 a.m. Monday, July 22

Minimum 1 literary test at target speed L100M5E009. Second test is optional: L100M5E021
Minimum 1 jury charge test at target speed J100M5E009. Second test is optional: J100M5E021
Minimum 1 QA test at target speed Q100M5E009: Second test is optional: Q100M5E021
Week 9 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 10

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 009
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 10

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 009
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 10

1. QA Lesson: Student Package 1, 100 QA 009
1. 2. QA self-evaluation (post-practice)

WEEK 10:

Assignments due by 8:00 a.m. Monday, July 29

Minimum 1 literary test at target speed L100M5E010. Second test is optional: L100M5E022

Minimum 1 jury charge test at target speed J100M5E010. Second test is optional: J100M5E022

Minimum 1 QA test at target speed Q100M5E0010: Second test is optional: Q100M5E022

Week 10 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 11

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 010
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 11

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 010
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 11

1. QA Lesson: Student Package 1, 100 QA 010
 1. 2. QA self-evaluation (post-practice)
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WEEK 11:

Assignments due by 8:00 a.m. Monday, August 5

Minimum 1 literary test at target speed L100M5E011. Second test is optional: L100M5E023

Minimum 1 jury charge test at target speed J100M5E011. Second test is optional: J100M5E023

Minimum 1 QA test at target speed Q100M5E0011: Second test is optional: Q100M5E023

Week 11 Theory Reinforcement Exercises (in course site – instructions in document)

Assignments Due Tuesday, Week 12

1. Literary Lesson: (script is in course site) Student Package 1, 100 Literary 011
2. Literary self-evaluation (post-practice)

Assignments Due Wednesday, Week 12

1. Jury Charge Lesson: (script is in course site) Student Package 1, 100 Jury Charge 011
2. Jury Charge self-evaluation (post-practice)

Assignments Due Thursday, Week 12

1. QA Lesson: Student Package 1, 100 QA 011
1. 2. QA self-evaluation (post-practice)

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WEEK 12 – Finals Week

Assignments due by 8:00 a.m. Monday, August 12

Minimum 1 literary test at target speed L100M5E012. Second test is optional: L100M5E024

Minimum 1 jury charge test at target speed J100M5E012. Second test is optional: J100M5E024

Minimum 1 QA test at target speed Q100M5E0012: Second test is optional: Q100M5E024

Week 12 Theory Reinforcement Exercises (in course site – instructions in document)

Turn in all final assignments from Week 11.