

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

Fall 2018

Course: RR114 Theory of Machine Shorthand I

Credit: 4 Quarter Hours

Method of Delivery: Day Flex (DF)

Course Description:

Phoenix Theory is a computer-compatible, conflict-free machine shorthand theory. Many conflicts and ambiguities that were acceptable prior to the use of computers to translate Stenograph outlines are identified and resolved. Emphasis is placed on the ability to write conflict-free machine shorthand with accuracy and to read notes fluently. Students learn the Phoenix Theory system of writing the spoken language of English in machine shorthand. Students learn how to write all sounds for words in the English language, abbreviations, phrases, numbers, and all other elements necessary to write the spoken or written word. Skill is progressively built through a series of lectures and exercises designed to facilitate mental recall and physical skill.

Prerequisite:

Recommended: Knowledge of the QWERTY keyboard

Text(s) & Manual(s):

Phoenix Theory, 2014 Edition (Textbooks, Exercise Keys, Reference and Concordance – 5-book set)

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

Fast Track to Machine Shorthand Speed, Book and Audio, 2016

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Materials needed for this course:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable
- USB flash drive
- three-ring notebook with notebook paper or other notebook

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Stenograph Machine Notes

Acceptable Models: Stentura 400SRT, Stentura Protégé, Stenograph Wave, Stenograph Student Luminex (if purchasing, Luminex or Wave preferred). If you have another model, please contact the Realtime Reporting Program Coordinator to discuss whether it is suitable for theory class. Machine must be capable of realtime and compatible with Stenograph CATalyst software.

Topics:

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

Learning Objectives:

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

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.

Midstate Grading scale:

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

Requirements For Completing The Course

All courses in the Realtime Reporting Program must be passed with a "C" (70%) or better.

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.

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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. 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.**

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411 W. NORTHMOOR RD. PEORIA, IL 61614
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- 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 9 am – 4 pm
Cell phone:	309-634-9374 (preferred)	Thursdays by appointment
		Fridays by appointment

Policies and Procedures:

Learning machine shorthand combines the academic rigor of learning a new language with the development of a physical skill that requires a high quantity of accurate repetition to master. To succeed in this class, learning and practice **MUST** be spaced out over several days a week. This is not a class where you can play “catch up” right before an assignment is due and expect to perform at the levels required to pass the course.

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.

Participation Requirements:

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

If you will be participating in class through eLearning in any given week, call or email your teacher to set up your online/phone session(s) by 4 pm on Monday. If you cannot keep your appointment, notify your teacher as soon as possible and reschedule. kadittmeier@midstate.edu or 309-634-9374, 8 am – 8 pm Monday through Saturday. Leave a message if I do not answer.

Examination Information:

This class does not have a midterm or final examination.

Methods of evaluating student performance:

- Lesson exercises are evaluated by quantity, quality, and whether done according to instructions.
- Transcription exercises are evaluated for accuracy.

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- Readback (in class or via arranged online or phone session with teacher) – evaluated on accuracy and fluency. The expectation is for increased accuracy and fluency as the class progresses.
- Finger drill exercises are evaluated on quantity, quality, and self-assessment notes.
- Supplemental assignments and reviews are evaluated for accuracy, completeness, and whether done according to instructions.
- Lesson principle assessment is accomplished through dictation, evaluation of steno notes for accuracy, and transcription accuracy. This assessment is done after every lesson.

Instructor’s Grading Scale:

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

Weekly assignments	50%
Classroom participation	30%
Learning Assessments	20%

50% Weekly Assignments: Assignments are due by 8:00 a.m. each Monday during the quarter unless otherwise noted on the syllabus.

30% Classroom participation: Attending classes are an important part of learning steno theory well. Attending classes on-campus fulfill classroom participation requirements. If you will miss a class on-campus, you can still obtain a participation grade for a class by writing the recording of the class and uploading it to the appropriate drop box in the Moodleroom course site.

20% Learning Assessments: Each lesson concludes with an assessment of knowledge of the lesson content. The ultimate goal of the assessment is to benchmark student knowledge so that missing or misunderstood principles can be remediated.

COURSE OUTLINE

WEEK 1

Week 1 Topics

1. Setting up your steno machine, machine position, stroking technique, introduction to the keyboard.
2. Introduction to CATalyst software, creating practice files, hooking up the steno machine.
3. Introduction to Midstate eLearning course site, how to save and submit practice files, how to complete lesson activities and take lesson assessments.
4. Lesson 1: Initial and final consonants, Short A, Short U, period, mandatories, phrases, and asterisk use.
5. Reading back steno notes.

Week 1 Objectives

1. The student will be able to set up his/her steno machine and demonstrate correct stroking technique.
2. The student will be able to log into CATalyst software, hook up his/her steno machine for realtime translation; start, save, and stop a realtime session.
3. The student will be able to log into the Midstate eLearning course site for RR114, navigate to weekly folders of assignments, complete lesson activities and assessments, and submit homework.
4. The student will demonstrate knowledge of the initial and final-side consonants, vowels short a and short u, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 1.
5. The student will read back steno notes distinctly and with authority.

Week 1 Assignments

- Print and read syllabus
- Lecture: Introduction to Midstate eLearning course site and online activities
- Phoenix Theory Introduction
- Lectures: What is Machine Shorthand? What is Machine Shorthand Theory? Setting up your Steno Machine.
- Lectures: Machine Position, Stroking Technique, The Steno Machine Keyboard
- Lecture: Introduction to CATalyst Software for Theory Students
- Lecture: Getting Your Brain on Your Side
- Reading Assignment: Phoenix Theory Textbook, pages 6-8
- Lecture: Special Note About Exercises That are Steno Letters Only
- Lesson 1
- Lecture: Lesson 1, Lecture 1 – Beginning Sounds, Initial S, T, P, H, K, W, R
- Assignment: Exercises 101 – 105
- Lecture: Lesson 1, Lecture 2 – Consonant Blend, Initial th-
- Assignment: Exercise 106
- Lecture: Lesson 1, Lecture 3 – Ending Sounds, Final F, P, L, T, D, R, B, G, S, Z

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
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- Assignment: Exercises 107 – 110
- Lecture: Lesson 1, Lecture 4 – Vowel Sound: Short A, ar
- Assignment: Reading Exercise 111
- Assignment: Writing Exercise 112. Follow the Read, Write, Read, Write, Read procedure posted in the course site or handed out in class.
- Lecture: Lesson 1, Lecture 5 – Asterisk, punctuation, mandatories, words spelled “war”
- Assignment: Writing Exercise 113.
- Lecture: Lesson 1, Lecture 6 – Short U, ur
- Assignment: Reading Exercise 114
- Assignment: Writing Exercise 115.
- Assignment: Writing Exercise 116
- Lecture: Lesson 1, Lesson 7 – Phrases
- Assignment: Exercise 117
- Reading Assignment: Page 19 – Creating a Theory Reference Notebook
- Create notebook
- Lesson 1 Transcription Exercise – located in your eLearning course, week 1 folder
- Lesson 1 Cumulative Writing Activity – read the keys, write from hard copy (read back your notes). When fluent, write the exercise to the audio (link in eLearning course site). You may have up to 3 fingering errors on this exercise.
- Lesson 1 Summary – available as fill-in PDF in Midstate eLearning course site. Print a copy for your Theory Reference Notebook when done. Save a copy of the document and submit it with your homework at the end of the week.
- Submit Week 1 homework to Midstate eLearning dropbox in Week 1 folder no later than 8:00 a.m., **Monday, August 27**.
- Lesson 1 Assessment – this assessment must be completed by the end of Week 2. It is located in the eLearning course site.

Week 2 Topics

1. Vowel Sounds Short O (ah), aw, Short E, Short I
2. Punctuation: Question mark
3. Mandatories, homonyms, phrases

Week 2 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 2 and 3.
2. The student will read back steno notes distinctly and with authority.

Week 2 Assignments

Follow the example for lesson 1, completing activities in the order presented in the book.

- Lesson 2: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 2 homework no later than 8:00 a.m., Tuesday, September 4.

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
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- Lesson 2 Assessment – must be completed by the end of Week 3.
 - Lesson 3: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 3 homework no later than 8:00 a.m., Tuesday, September 4.
 - Lesson 3 Assessment – must be completed by the end of Week 3.
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Week 3 Topics

1. Vowel Sounds: Long O, oo spelling, ow, silent H
2. Initial d, l, n, f; final k and n; or, or ending sound
3. Punctuation: comma
4. Mandatories, homonyms, phrases

Week 3 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 4 and 5.
2. The student will read back steno notes distinctly and with authority.

Week 3 Assignments

- Lesson 4: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 4 homework no later than 8:00 a.m., Monday, September 10
 - Lesson 4 Assessment – must be completed by 8:00 a.m. Monday, September 17.
 - Lesson 5: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 5 homework no later than 8:00 a.m., Monday, September 10.
 - Lesson 5 Assessment – must be completed by 8:00 a.m. Monday, September 17.
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Week 4 Topics

1. wh- spelling, initial m, final m
2. Mandatories, phrases, briefs

Week 4 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 6.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating those principles.

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

Week 4 Assignments

- Lesson 6: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 6 homework no later than 8:00 a.m., Monday, September 17.
 - Lesson 6 Assessment – must be completed by 8:00 a.m. Monday, September 24.
 - Review 1 (covers Lessons 1-6)
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Week 5 Topics

1. Vowel sounds: yoo-
2. Sounds: kun, kaun, kum, kaum, kum shortcuts, some-; initial b, v, g, y; final v
3. Blended sound: air
4. One-stroke words spelled -ight; words spelled -ss
5. Mandatories, phrases, briefs
6. Contractions

Week 5 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 7 and 8.
2. The student will read back steno notes distinctly and with authority.

Week 5 Assignments

- Lesson 7: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 7 homework no later than 8:00 a.m., Monday, September 24.
 - Lesson 7 Assessment – must be completed by 8:00 a.m. Monday, October 1.
 - Lesson 8: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 8 homework no later than 8:00 a.m., Monday, September 24.
 - Lesson 8 Assessment – must be completed by 8:00 a.m. Monday, October 1.
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Week 6 Topics

1. Initial j, x; final j, x, sh
2. Blended sound: ear, ex shortcuts
3. Mandatories, phrases, briefs
4. Contractions
5. Capitalization

Week 6 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 9 and 10.
2. The student will read back steno notes distinctly and with authority.

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
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Week 6 Assignments

- Lesson 9: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 9 homework no later than 8:00 a.m., Monday, October 1.
 - Lesson 9 Assessment – must be completed by 8:00 a.m. Monday, October 8.
 - Lesson 10: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 10 homework no later than 8:00 a.m., Monday, October 1.
 - Lesson 10 Assessment – must be completed by 8:00 a.m. Monday, October 8.
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Week 7 Topics

1. Initial kw, z; final th, ch
2. Phrases
3. Contractions
4. Numbers 1-12
5. Stenotyping Alphabet: stitching alphabet

Week 7 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 11 and 12.
2. The student will read back steno notes distinctly and with authority.

Week 7 Assignments

- Lesson 11: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 11 homework no later than 8:00 a.m., Monday, October 8.
 - Lesson 11 Assessment – must be completed by 8:00 a.m. Monday, October 15.
 - Lesson 12: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 12 homework no later than 8:00 a.m., Monday, October 8.
 - Lesson 12 Assessment – must be completed by 8:00 a.m. Monday, October 15.
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Week 8 Topics

1. Initial kn spelling, final mp, mb spelling, final st
2. Phrases
3. Contractions
4. Numbers: 13-19

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Week 8 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 13.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating principles learned to-date.

Week 8 Assignments

- Review 2 (Lessons 7-12)
 - Lesson 13: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 13 homework no later than 8:00 a.m., Monday, October 15.
 - Lesson 13 Assessment – must be completed by 8:00 a.m. Monday, October 22.
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Week 9 Topics

1. Inflected endings
2. Initial wr spelling, initial ch, final bl, final kt
3. Punctuation: apostrophe, hyphen
4. Phrases, briefs
5. Stenonyms

Week 9 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 14 and 15
2. The student will read back steno notes distinctly and with authority.

Week 9 Assignments

- Lesson 14: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 14 homework no later than 8:00 a.m., Monday, October 22
 - Lesson 14 Assessment – must be completed by 8:00 a.m. Monday, October 29.
 - Lesson 15: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 15 homework no later than 8:00 a.m., Monday, October 22.
 - Lesson 15 Assessment – must be completed by 8:00 a.m. Monday, October 29.
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Week 10 Topics

1. Consonant blends starting with s, final sk, final shun, final nul, final ing
2. Mandatories, phrases, briefs
3. Numbers: even 10s, two-digit numbers ending in 1-9, 21-59
4. Alphabets: uppercase

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Week 10 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 16 and 17
2. The student will read back steno notes distinctly and with authority.

Week 10 Assignments

- Lesson 16: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 16 homework no later than 8:00 a.m., Monday, October 29.
 - Lesson 16 Assessment – must be completed by 8:00 a.m. Monday, November 5.
 - Lesson 17: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 17 homework no later than 8:00 a.m., Monday, October 29.
 - Lesson 17 Assessment – must be completed by 8:00 a.m. Monday, November 5.
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Week 11 Topics

1. mandatories, phrases
2. contractions
3. numbers: two-digit numbers ending in 1-9: 60-99

Week 11 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 18
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate learning of realtime writing principles by writing review exercises containing words illustrating principles learned to-date.

Week 11 Assignments

- Lesson 18: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
 - Submit Lesson 18 homework no later than 8:00 a.m., Monday, November 5.
 - Lesson 18 Assessment – must be completed by 8:00 p.m. Sunday, November 12.
 - Review 3 (Lessons 13-18)
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Week 12 Topics

1. Words ending in r + another consonant, final ft, initial dw, tw, gw, thw
2. Ending consonants out of steno order
3. Mandatories
4. Numbers: 100s, writing dollar amounts
5. Functions: enter/return, space

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Week 12 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 19 and 20
2. The student will read back steno notes distinctly and with authority.

Week 12 Assignments

- Lesson 19: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 19 homework no later than 8:00 p.m., Sunday, November 12.
- Lesson 19 Assessment – must be completed by 8:00 p.m. Monday, November 12.
- Lesson 20: All lectures, reading exercises, writing exercises, transcription exercise, cumulative writing activity, lesson summary.
- Submit Lesson 20 homework no later than 8:00p.m., Monday, November 12.
- Lesson 20 Assessment – must be completed by 8:00 a.m. Monday, November 12.