

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

Winter 2017

COURSE: RR115 Theory of Machine Shorthand II

METHOD OF DELIVERY: flex

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR 115 Theory of Machine Shorthand I – 4 hours

This course is a continuation of Theory of Machine Shorthand I. More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered.

PREREQUISITE: RR114 Theory of Machine Shorthand I

TEXT: *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

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

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

Stenograph Machine Notes

Acceptable Models: Stentura 400SRT, Stentura Protégé, or Stenograph Wave (if purchasing, 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.

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TOPICS

Theory principles for writing multi-syllabic words, mandatorics, briefs, phrases, alphabets, numbers, homonyms, special functions, and 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 basic elements of transcription by developing writing, vocabulary, spelling, grammar and word usage skills.

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.

MIDSTATE PLAGIARISM POLICY

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 an electronic resource 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.

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STUDENT SUCCESS

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

TEACHER INFORMATION

Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Tu/Th 2:30 – 4:00 p.m. or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES - Introduction

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.

POLICIES AND PROCEDURES – Time Requirement

For most students it requires 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. Per the National Court Reporters Association General Requirements and Minimum Standards, a part-time student must document a minimum of 9 hours of machine time per week. A full-time student must document a minimum of 18 hours of machine time per week. Machine time includes theory class, machine shorthand classes, homework – including reading back, drill work, and transcription work.

CLASS ATTENDANCE

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 class, he or she will be counted as present for that class.

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

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CLASS PARTICIPATION

On-campus theory classes consist of teacher lectures, review of lesson material, live dictation, readback of notes, notes analysis, teacher feedback on technique, and coaching for individual challenges. It is a highly interactive environment. Attending classes on-campus each week is highly recommended.

eLearning provides recorded teacher lectures and recorded review material to write. Interaction with these materials is recorded in Moodlerooms to assist the teacher in assigning your grade for class participation for the week. In addition, a weekly 30-minute session with the teacher for dictation, readback, notes analysis, and discussion of questions and issues on the phone or in an online classroom is required.

If you will be participating in class through eLearning only 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.

ASSIGNMENTS

Both on-campus and online students will utilize the Midstate eLearning course site for this class. The course site contains the syllabus, schedule of assignments, and links to various activities and assessments. Unless otherwise specified within the course site or through other means of teacher communication, all weekly assignments are available Monday at noon and are due by 8:00 a.m. on Monday of the following week. Late work (after 8:00 a.m. on Mondays) is an automatic letter grade down for that assignment.

- Lesson exercises are evaluated by quantity, quality, and whether done according to instructions.
- Transcription exercises are evaluated for accuracy.
- 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 and warm-up exercises are evaluated on quantity, quality, and whether done according to instructions.
- Supplemental assignments and reviews are evaluated for accuracy, completeness, and whether done according to instructions.

EXAMINATION INFORMATION

This class does not have a midterm or final examination. There are benchmarking reviews after lessons 24, 30, 36, 42, and 48.

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ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

Lesson principle assessment is accomplished through dictation, evaluation of steno notes for accuracy, and transcription accuracy. This assessment is done after every lesson.

TEACHER'S GRADING SCALE

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

- 30% Class Participation
- 50% Assignments
- 20% Learning Assessments

30% Class Participation

Class attendance and participation grades are given at the end of each week.

On campus:	Attended and participated in 2 classes	A
	Attended and participated in 1 classes	C
	Attended and participated in 0 classes	F

eLearning:	100 points	A
	50-90 points	C
	<50 points	F

1 session on-campus, 1 session eLearning

Attended 1 on-campus class	50 points	
Listen to lectures for the other class	5 points	
Write supplemental class dictation for 1 class	20 points	
Complete self-assessment form for 1 class	5 points	
Complete one 30-minute session with teacher	20 points	
	100 points	A
	50-90 points	C
	<50 points	F

50% Assignments: Assignments include lesson exercises, transcription exercises, and finger drills.

Homework grades are given at the end of each week. The week ends at 8:00 a.m. each Monday during the quarter. The homework grade is computed by counting the number of completed assignments handed in to the instructor and assigning grade values based on the following grading scale:

Grading Scale

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

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Assignments not done according to instructions (quantity, quality, following directions) will not be counted.

20% Lesson Quizzes: Lesson Quizzes are given at the end of each lesson and may consist of quiz questions, dictation, and/or transcription. Each quiz is graded on the following scale:

95 - 100	A
90 - 94	B
85 - 89	C
80 - 84	D
<79	F

COURSE OUTLINE

WEEK 1

Week 1 Topics

1. New initial and final sounds
2. Briefs, phrases
3. Numbers that attach to letters

Week 1 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 21 and 22. The student will read back steno notes distinctly and with authority.

Week 1 Assignments

Due by 8:00 a.m., Monday, November 20, 2017

- Print and read syllabus
- Lesson 21 Lectures
- Lesson 21 Exercises
- Lesson 21 Transcription Exercise (online)
- Lesson 21 Summary and Notes
- Lesson 21 Quiz
- Lesson 22 Lectures
- Lesson 22 Exercises
- Lesson 22 Transcription Exercise (online)
- Lesson 22 Summary and Notes
- Lesson 22 Quiz

Week 2 Topics

1. New initial and final sounds
2. Briefs, phrases
3. Mixed numbers

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 23 and 24.
2. The student will read back steno notes distinctly and with authority.

Week 2 Assignments Due by 8:00 a.m., Monday, November 27, 2017

- Lesson 23 Lectures
 - Lesson 23 Exercises
 - Lesson 23 Transcription Exercise (online)
 - Lesson 23 Summary and Notes
 - Lesson 23 Quiz
 - Lesson 24 Lectures
 - Lesson 24 Exercises
 - Lesson 24 Transcription Exercise (online)
 - Lesson 24 Summary and Notes
 - Lesson 24 Quiz
 - Review 4
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Week 3 Topics

1. Introduction to the Vowel-omission Principle
2. Briefs and 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 25 and 26.
2. The student will read back steno notes distinctly and with authority.

Week 3 Assignments Due by 8:00 a.m., Monday, December 4, 2017

- Lesson 25 Lectures
- Lesson 25 Exercises
- Lesson 25 Transcription Exercise (online)
- Lesson 25 Summary and Notes
- Lesson 25 Quiz
- Lesson 26 Lectures
- Lesson 26 Exercises
- Lesson 26 Transcription Exercise (online)
- Lesson 26 Summary and Notes

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- Lesson 26 Quiz
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Week 4 Topics

1. Dividing multisyllabic words into strokes
2. Additional applications of the Vowel-omission Principle

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 Lessons 27 and 28.
2. The student will read back steno notes distinctly and with authority.

Week 4 Assignments **Due by 8:00 a.m., Monday, December 11, 2017**

- Lesson 27 Lectures
 - Lesson 27 Exercises
 - Lesson 27 Transcription Exercise (online)
 - Lesson 27 Summary and Notes
 - Lesson 27 Quiz
 - Lesson 28 Lectures
 - Lesson 28 Exercises
 - Lesson 28 Transcription Exercise (online)
 - Lesson 28 Summary and Notes
 - Lesson 28 Quiz
 - Fast Track to Machine Shorthand Speed, Exercises 006-010
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Week 5 Topics

1. Compound word shortcuts, prefixes
2. Elision principle
3. Briefs, mandatories

Week 5 Objectives

2. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 29 and 30.
3. The student will read back steno notes distinctly and with authority.

Week 5 Assignments **Due by 8:00 a.m., Monday, December 18, 2017**

- Lesson 29 Lectures
- Lesson 29 Exercises
- Lesson 29 Transcription Exercise (online)
- Lesson 29 Summary and Notes
- Lesson 29 Quiz
- Lesson 30 Lectures

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- Lesson 30 Exercises
 - Lesson 30 Transcription Exercise (online)
 - Lesson 30 Summary and Notes
 - Lesson 30 Quiz
 - Fast Track to Machine Shorthand Speed, Exercises 011-015
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Week 6 Topics

1. Stand-alone vowel sounds
2. Ending sounds with -shul
3. Briefs, phrases

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 Lesson 31.
2. The student will read back steno notes distinctly and with authority.

Week 6 Assignments

Due by 8:00 a.m., Monday, January 8, 2018

- Lesson 31 Lectures
 - Lesson 31 Exercises
 - Lesson 31 Transcription Exercise (online)
 - Lesson 31 Summary and Notes
 - Lesson 31 Quiz
 - Fast Track to Machine Shorthand Speed 016-020
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Week 7 Topics

1. Words ending in -u/kate and derivatives
2. Briefs, phrases

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 Lesson 32.
2. The student will read back steno notes distinctly and with authority.

Week 7 Assignments

Due by 8:00 a.m., Tuesday, January 16, 2018

- Lesson 32 Lectures
- Lesson 32 Exercises
- Lesson 32 Transcription Exercise (online)
- Lesson 32 Summary and Notes
- Lesson 32 Quiz
- Fast Track to Machine Shorthand Speed, Exercises 021-025

Week 8 Topics

1. Beginning consonant-vowel word parts
2. Briefs

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 33.
2. The student will read back steno notes distinctly and with authority.

Week 8 Assignments Week begins at noon, Tuesday, January 16. **Due by 8:00 a.m., Monday, January 22, 2018**

- Lesson 33 Lectures
 - Lesson 33 Exercises
 - Lesson 33 Transcription Exercise (online)
 - Lesson 33 Summary and Notes
 - Lesson 33 Quiz
 - Fast Track to Machine Shorthand Speed, Exercises 026-030
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Week 9 Topics

1. Vowels following sh- and j-
2. Medial Y
3. Long E at the end of a word, blended sounds

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 34 and 35.
2. The student will read back steno notes distinctly and with authority.

Week 9 Assignments **Due by 8:00 a.m., Monday, January 29, 2018**

- Lesson 34 Lectures
- Lesson 34 Exercises
- Lesson 34 Transcription Exercise (online)
- Lesson 34 Summary and Notes
- Lesson 34 Quiz
- Lesson 35 Lectures
- Lesson 35 Exercises
- Lesson 35 Transcription Exercise (online)
- Lesson 35 Summary and Notes
- Lesson 35 Quiz
- Fast Track to Machine Shorthand Speed, Exercises 031-035

Week 10 Topics

1. Medial y (yur)
2. Briefs, phrases
3. Writing years

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 36.
2. The student will read back steno notes distinctly and with authority.

Week 10 Assignments Due by 8:00 a.m., Monday, February 5, 2018

- Lesson 36 Lectures
 - Lesson 36 Exercises
 - Lesson 36 Transcription Exercise (online)
 - Lesson 36 Summary and Notes
- Fast Track to Machine Shorthand Speed, Exercises 036-040
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Week 11 Topics

1. Ending sound shortcuts
2. Blending final E
3. Briefs, phrases

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 37 and 38.
2. The student will read back steno notes distinctly and with authority.

Week 11 Assignments Due by 8:00 a.m., Monday, February 12, 2018

- Lesson 37 Lectures
 - Lesson 37 Exercises
 - Lesson 37 Transcription Exercise (online)
 - Lesson 37 Summary and Notes
 - Lesson 37 Quiz
 - Lesson 38 Lectures
 - Lesson 38 Exercises
 - Lesson 38 Transcription Exercise (online)
 - Lesson 38 Summary and Notes
 - Lesson 38 Quiz
- Fast Track to Machine Shorthand Speed, Exercises 041-045
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Week 12 Topics

1. Additional ending Long E blends
2. Briefs, phrases

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 39 and 40.
2. The student will read back steno notes distinctly and with authority.

Week 12 Assignments Due by 8:00 a.m., Sunday, February 18, 2018

- Lesson 39 Lectures
- Lesson 39 Exercises
- Lesson 39 Transcription Exercise (online)
- Lesson 39 Summary and Notes
- Lesson 39 Quiz
- Lesson 40 Lectures
- Lesson 40 Exercises
- Lesson 40 Transcription Exercise (online)
- Lesson 40 Summary and Notes
- Lesson 40 Quiz
- Fast Track to Machine Shorthand Speed, Exercises 046-050