

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

COURSE: CR114 Theory of Machine Shorthand I

CREDIT HOURS: 4 quarter credit hours/classroom/lab

TEXT: Phoenix Theory Lessons 1-16, Stenograph Corporation
Phoenix Theory Reading Exercises (packaged with student text)
Phoenix Theory Lessons on Audio Cassette (1-5), 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.

MIDSTATE GRADING SCALE:	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

COURSE DESCRIPTION:

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 steno 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.

REQUIREMENTS FOR COMPLETING THE COURSE: All courses in the 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. Read aloud from shorthand notes, quickly locating portions to be read, maintaining composure while reading, reading distinctly and with authority.
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3. Demonstrate the ability to write machine shorthand by taking and transcribing dictation on familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar and word usage skills.

INSTRUCTOR: Teresa D. Ozuna, CSR, CRI **Room:** 228 **E-mail:** tozuna@midstate.edu

College: (309)692-4092, Ext. 2281 **Home:** (309)682-4511 **Cell:** (309)645-2694

Office Hours: Monday & Wednesday 3:15 p.m. – 5:00 p.m.;

Tuesday & Thursday 3:15 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, electronic shorthand machine capable of realtime and compatible with RapidWrite Pro or Stenograph Case CATalyst (student or professional version) 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 dubbing with permission of Stenograph Corporation, or you may purchase blank tapes in the library.

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. 2281 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.

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

Cellular phones in class: Please turn your cell phones off or 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 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. 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.

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

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.

40% Lesson Evaluations: Lesson evaluations are given at the end of lessons 1 - 15. Each 20-question evaluation is graded on the following scale:

Grading Scale

Errors	Score
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1	95
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2	90
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3	85
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4	80
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5	75
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6	70
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20% Final Evaluation: A comprehensive evaluation consisting of 214 questions follows lesson 16.

Grading Scale

Errors	Score
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11	95%
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21	90%
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32	85%
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43	80%
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53	75%
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64	70%
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COURSE OUTLINE

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