Course number & Name: CR206 Computer Transcription & Technology

Credit hours: 4 quarter hours/lab   **Method of Delivery:** In class/online

Course Description: The student will learn the process of creating a salable transcript. The student will learn how to create and set up his/her own user area on the hard disk; read steno notes from a disk; translate steno notes; edit the transcript; create/modify dictionary entries; create and attach the title, index, appearance, and certificate pages; spell check the transcript; print the transcript; create ASCII files and a keyword index; and begin writing realtime. Information on other related software packages will be introduced.

Prerequisite: CR114 Theory of Machine Shorthand I and CR115 Theory of Machine Shorthand II

Text(s) & Manual(s): BEGINNING caseCATALYST4 Version 5 - SmartBook
Author(s): Jeffrey T. Moody, CRI
Publisher: Stenograph L.L.C., 1500 Bishop Court, Mt. Prospect, Illinois 60056

Materials needed for this course: Textbook; user IDs and passwords for StenographU course site, Stentura 400 SRT or better; realtime cables; steno paper; paper; pen.

Learning Objectives: Upon completion of this course, the student will be able to:
1. Produce salable transcripts of at least ten pages using Case CATalyst including: title page, index, jury charge/opening and/or closing statements if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case.
2. Produce a five-page, first pass transcript with a goal of 95% translation rate, produced while writing realtime or utilizing the same realtime principles when "dumping" the information taken on the steno machine.
3. Demonstrate knowledge of basic hardware care, maintenance, and setup of a realtime system.
4. Define understanding and application of the body of knowledge required in technology through systematic testing and/or projects.
5. Define the terms of realtime translation.
6. Explain the role litigation support plays in the judicial process.
7. Produce an ASCII disk.

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

Midstate Plagiarism Policy:
Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of

the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

Assessment Portfolio Reminder:
Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

11/04

Instructor Information: Terri Kisler, CRI   Room: 220
E-mail: tkisler@midstate.edu
(309)692-4092 Ext. 2201

Participation Requirements:
Attendance is required on both days of class for each week. Day 2 of each week is considered lab time. The instructor will be available during lab time to answer questions.

Policies and Procedures:
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. All weekly work must be turned in no later than Friday of each week. If the instructor agrees to accept late work, the best grade a student can receive on it is a "B." "A" work is on time.

1. This course shall include hands-on instruction in:
    a. Computer-Aided Transcription
        1. Instruction in operating a computer-aided transcription system.
        2. Instruction in the basic care and maintenance of the electronic writer and peripherals.
        3. Instruction in system support (customer service, software support, etc.)
        4. Understanding of computer-aided transcription terminology.
        5. Application of computer functions:
            a. Producing a transcript: reading, translating, editing, printing, using parentheticals and include files.
2. Instruction in the following may include: lecture, videotape, or hands-on instruction to provide familiarity in:
    a. Computer Operating Systems/Computer Literacy
        1. Disk Operating System (DOS) (DOS function Card)
        2. Windows.
        3. Creating an ASCII disk.
        4. Understanding computer terminology.
        5. Overview of Internet applications

Methods of evaluating student performance:
Students will be required to evidence the completion of the assigned lessons and the attainment of the course objectives through printing various completed assignments. The assignments that must be printed will show the successful or unsuccessful manipulation of the various documents or assignments. The final evaluation assignments will be comprehensive, encompassing all course objectives and course content.

Examination Information:
Performance tests – 60% of final grade. Students will print out final drafts of all hands-on assignments as instructed. Any transcripts are to be considered "salable" and, therefore, typos, wrong word usage, misspelled words or other gross errors will lower the letter grade one full letter for each "gross" error. Also included in the performance grade will be the production of transcripts. Two errors per page will be allowed for these transcripts. If there are more than two errors on any one page, the transcript will be

returned to the student for further editing. The same grading standard will be utilized for these transcripts as for the assignments mentioned above.

Concept Review Exercises -- 20% of final grade. Students will be quizzed over information given in Unit Lessons.

Final – 20% of final grade. The final will include realtime writing or "dumping" the material from hard copy or dictation, at the discretion of the instructor. The student will record their first-pass translation rate, with a goal of 95%. Under no circumstances will a translation rate lower than 92% be accepted. Students will be required to repeat the final lessons until a 95% translation rate has been achieved. All dictionary work, if any, should be done, editing should be complete, and appropriate pages from previous lessons should be included in the appropriate places.

Instructor's Grading Scale: Performance Tests   60%
                              Concept Review Exercises   20%
                              Final   20%

*This syllabus is subject to change at the discretion of the instructor.

Revised 11/14/05

CR206 COMPUTER TRANSCRIPTION & TECHNOLOGY – CLASS/LAB
COURSE OUTLINE

This course requires that students be in class on Tuesday for lecture, questions, etc. Thursday is considered lab day. The instructors will be available to offer assistance and answer questions.

This course is facilitated in conjunction with the Stenograph University course site "Smart Book." Each student will receive a password and logon for the site located at www.stenographu.com. Students will complete all weekly assignments as directed in "Teacher's Notes" located on the Stenograph University website. All CBT assignments and any assignments that require a CD ROM must be completed on site (at the College).

WEEK		ASSIGNMENTS
1	November 14 – 18	Introduction
2	November 21 - 25	Unit 1
3	November 28 – Dec. 2	No assignment. **The College will be open November 23rd until 3:00 p.m. The College will be closed November 24th through the 27th for Thanksgiving. Happy Thanksgiving!**
4	December 5 – 9	Unit 2
5	December 12 - 16	Unit 3
6	December 19 - 23	Units 4 & 5

Students will not be in classes December 19th, 2005 through January 1st, 2006 for Christmas/New Year break. Merry Christmas and Happy New Year! Classes resume January 2nd, 2006!

7	January 2 - 6	Unit 6
8	January 9 - 13	Unit 7 Lessons 1 – 4 (Realtime assignment)
9	January 16 - 20	Unit 7 Lessons 5 – 11 (Pages)
10	January 23- 27	Unit 8 (Editing assignment)
11	January 30 – Feb. 3	Unit 9
12	February 6 – 10	Unit 10 (Review and culmination exercises)
13	February 13 – 17	
14	February 20	Final (Creation of two transcripts: hearing/deposition)

-Revised 12/04 to