

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

Summer 2019

Course: MSS081 Speed and Accuracy Development VIII

Credit: 6 Quarter Hours

Method of Delivery: On Campus (OC)

Course Description:

In this developmental course students practice Q and A extension strokes, 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:

MSS011

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:

Q and A extension strokes, 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. demonstrate use of Q and A extension strokes.
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
Midstate email: kadittmeier@midstate.edu
Office phone: 309-692-4092 x 2200
Cell phone: 309-634-9374 (preferred)

Room: 220 (office)
Office hour(s):
Tuesdays 1:30 – 3:30 p.m.
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.

An Instructional Development Plan will be created and/or updated in a collaborative effort between student and instructor and/or program coordinator three times per quarter.

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 578 points:

Class Participation	72 points	(6 points x 12 weeks)
QA Extensions Assignments	110 points	(10 points each x 11 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)

*All students must have a 70% or better to pass this course. (405 points, minimum.)

CLASS PARTICIPATION GRADING GUIDELINES	
<ul style="list-style-type: none"> Attends class, writes dictation, and reads back notes = 2 points for each class period that meets. (Cancelled classes = automatic 2 points) eLearning students write from each class dictation that has been posted, upload it to the drop box, and meet with the instructor weekly via phone conference or video chat. 	6 points per week

QA EXTENSIONS ASSIGNMENTS	
<ul style="list-style-type: none"> Labeled CATalyst file; shows evidence of completion of all assigned exercises = 8 points Completed drill log = 2 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; 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 	10 points per assignment

SELF-EVALUATIONS GRADING GUIDELINES	
<p>When starting a new lesson, self-evaluate on the material using a 3-minute take. Save and upload the results.</p> <p>When you conclude practice of that lesson for the week, retake the evaluation. Save and upload the results.</p> <p>A minimum of one set of self-evaluations should be submitted from each category of Literary, Jury Charge, and QA per week.</p> <ul style="list-style-type: none"> Self-evaluation of 1- or 2-minute length = -1 points No submission = 0 points 	2 points per category 6 points per week

Course Outline

Topics for all weeks:

Q and A extension strokes, notes analysis, transcription techniques, speed, and accuracy techniques.

Objectives for all weeks:

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

1. demonstrate use of Q and A extension strokes.
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 Tuesday, Week 2

1. Week 1 QA Extensions Assignment SP5 Q148C225S7T5
2. Literary Lesson 1 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 2

1. Jury Charge Lesson 1 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 2

1. QA Lesson 1 and supplementary QA practice
2. QA self-evaluation (one per-practice, one post-practice)

WEEK 2:

Assignments Due Tuesday, Week 3

1. Week 2 QA Extensions Assignment
2. Literary Lesson 2 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 3

1. Jury Charge Lesson 2 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 3

1. QA Lesson 2 and supplementary QA practice
2. QA self-evaluation (one per-practice, one post-practice)

WEEK 3:

Assignments Due Tuesday, Week 4

1. Week 3 QA Extensions Assignment
2. Literary Lesson 3 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 4

1. Jury Charge Lesson 3 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 4

1. QA Lesson 3 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 4:

Assignments Due Tuesday, Week 5

1. Week 4 QA Extensions Assignment
2. Literary Lesson 4 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 5

1. Jury Charge Lesson 4 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 5

1. QA Lesson 4 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 5:

Assignments Due Tuesday, Week 6

1. Week 5 QA Extensions Assignment
2. Literary Lesson 5 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 6

1. Jury Charge Lesson 5 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 6

1. QA Lesson 5 and supplementary QA practice
2. QA self-evaluation (one pre-practice, one post-practice)

WEEK 6:

Assignments Due Tuesday, Week 7

1. Week 6 QA Extensions Assignment
2. Literary Lesson 6 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 7

1. Jury Charge Lesson 6 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 7

1. QA Lesson 6 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 7:

Assignments Due Tuesday, Week 8

1. Week 7 QA Extensions Assignment
2. Literary Lesson 7 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 8

1. Jury Charge Lesson 7 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 8

1. QA Lesson 7 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 8:

Assignments Due Tuesday, Week 9

1. Week 8 QA Extensions Assignment
2. Literary Lesson 8 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 9

1. Jury Charge Lesson 8 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 9

1. QA Lesson 8 and supplementary QA practice
2. QA self-evaluation (one pre-practice, one post-practice)

WEEK 9:

Assignments Due Tuesday, Week 10

1. Week 9 QA Extensions Assignment
2. Literary Lesson 9 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 10

1. Jury Charge Lesson 9 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 10

1. QA Lesson 9 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 10:

Assignments Due Tuesday, Week 11

1. Week 10 QA Extensions Assignment
2. Literary Lesson 10 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 11

1. Jury Charge Lesson 10 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 11

1. QA Lesson 10 and supplementary QA practice
 2. QA self-evaluation (one pre-practice, one post-practice)
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WEEK 11:

Assignments Due Tuesday, Week 12

1. Week 11 QA Extensions Assignment
2. Literary Lesson 11 and supplementary literary practice
3. Literary self-evaluation (one pre-practice, one post-practice)

Assignments Due Wednesday, Week 12

1. Jury Charge Lesson 11 and supplementary jury charge practice
2. Jury Charge self-evaluation (one pre-practice, one post-practice)

Assignments Due Thursday, Week 12

1. QA Lesson 11 and supplementary QA practice
2. QA self-evaluation (one pre-practice, one post-practice)

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WEEK 12 – Finals Week

Turn in all final assignments.

Class will be held on all days.

Supplemental material is available to continue practice until the next quarter starts.

Last day to turn in transcribed tests: Friday, August 9.