Course: CTRP 1164 200 WPM Machine Shorthand Speed Building – 4-Voice

Initial Course Proposal

Prepared By:	G. Shaw
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CG&E Approved:	9/12/12
Board Approved:	10/13/11
State Approved:	10/26/11

First Revision

Updated By:	G. Shaw
Reviewed By:	K. Bandy
Semester Updated:	Spring 2013
CG&E Approved:	Pending
Board Approved:	Pending
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Second Revision

Updated By:	
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Third Revision

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State Approved:	

Text Update

Semester Updated:	

Court Reporting (CTRP) 1164 200 WPM Machine Shorthand Speed Building: 4-Voice (5 Units)

Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1134 and 1144

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1.   Listen and write multi-voice at varying speeds,
2.   Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex 4-Voice material,
3.   Transcribe dictated jury charge, literary and 4-Voice material at 180 wpm with 97.5 percent accuracy
4.   Use material learned in academics to improve quality of multi-voice transcripts and work product on and off the stenotype machine,
5.   Operate a stenotype machine and work to master keyboard,
6.   Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation,
7.   Demonstrate ear-finger coordination in taking dictation as well as in transcription,
8.   Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9.   Provide correct punctuation in dictated and transcribed material,
10.   Read steno notes out loud at rapid rate of speed,
11.   Proofread using proofreader marks,
12.   Effectively use a dictionary, spell check software, stenographic-computer dictionary and other resources to produce verbatim and usable transcripts,
13.   Improve ability to meet deadlines with transcribed work product, and
14.   Develop concentration skills.

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 256 lab hours

Catalog Description: This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write 4-Voice material on a stenotype machine at 200 wpm for a minimum of ten minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

Text: Merriam-Webster Dictionary (latest edition)

Additional Materials: Stenography machine and stenograph paper

Course Objectives:

By the end of the course, a successful student will be able to:

1. Listen and write multi-voice at varying speeds,
2. Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex Multi-voice material,
3. Pass one ten-minute 4-Voice dictation test at 200 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of multi-voice transcripts and work product on and off the stenotype machine,
5. Operate a stenotype machine and work to master keyboard,
6. Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation,
7. Demonstrate ear-finger coordination in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read steno notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, stenographic-computer dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Course Scope and Content (laboratory):

Unit I   Speed Building Techniques
                A.   Daily observations
                B.   Dictation at 200 wpm of various complex multi-voice material
                C.   Theory techniques through timed dictation tests
                D.   Theory techniques through word usage and spelling tests
                E.   Concentration and listening skills: timed dictation and Multi-voice tests
                F.   Read back steno notes
                G.   Complex material from legal opinion, literary, medical, and multi-voice

Unit II   Dictation/Transcription Outcome
                A.   Daily observations
                B.   Personal dictionary
                C.   Identify homonyms, numbers, possessives and symbols
                D.   Writing "briefs", (steno shorthand abbreviations)
                E.   Read and transcribe steno notes
                F.   Transcribe, edit and proofread timed dictation documents

Unit III: Skills Development
                A.   Build speed and continue to master writing dictated material
                B.   Practice material from various media sources
                C.   Lab practice material (CD's, DVD's, tapes, etc) to improve speed

Learning Activities Required Outside of Class:

The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:

1.   Read material to improve vocabulary, spelling, and word usage,
2.   Required non-tested transcription,
3.   Court observation, and
4.   Dictionary building.

Methods of Instruction:

1.   Direction and instruction,
2.   Specialized software,
3.   Live dictation,
4.   Spelling and word usage,
5.   Required non-tested transcription,
6.   Court observations, and
7.   Dictionary building.

Methods of Evaluation:

1.   Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2.   Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3.   Live dictation from qualified staff readers,
4.   Speed building tapes in lab environment and to be used as homework as needed, and
5.   Timed dictation tests on new 4-voice material at 200 wpm with a pass rate of 97.5%.