



CRP 121 – Machine Shorthand I

Information Systems Technology Department

Semester:

Catalog Course Description:	This is an introductory course to the basic theory for writing on the stenotype machine. Students will learn the basic theory of machine shorthand and writing CAT (computer-aided transcription), including memorization of brief forms, phrase building, short and long vowels, and rapid reading of machine shorthand notes.
Prerequisite(s):	CRP 121, CRP 131
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
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Textbook(s):	<u>COMPUTER COMPATIBLE MACHINE SHORTHAND FOR EXPANDING CAREERS</u> , Ritter, StenEd Publishing, Latest Edition. <u>READER</u> , Ritter, StenEd Publishing, Latest Edition.
Equipment:	Steno Machine, Steno paper, tape recorder/tapes, USB Flash Drive or some other type of computer storage device.

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

1. Write a conflict-free shorthand system and demonstrate the ability to write the spoken word, including punctuation, by means of a conflict-free, NCRA approved theory, to provide instantaneous translation.
2. Pass written tests consisting of materials from tutorials and/or real-time technology.
3. Pass a minimum of two 5-minute tests, literary material, at 40 words per minute, with a minimum of 95 percent accuracy.
4. Analyze problem areas through student-teacher interaction.

Course Outcomes and Competencies:

Intended Course Outcome 1:

Students will demonstrate the ability to accurately write, read and transcribe the spoken word.

Course Competency:

Students will write a conflict-free shorthand and demonstrate the ability to write the spoken word, with punctuation, to provide instantaneous translation, using a conflict-free, NCRA-approved theory.

Performance Measurement Instrument:

At least 80% of the students will pass a minimum of one 5-minute test of literary material at 40 words per minute, with a minimum of 95 percent accuracy.

Course Attendance:

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an **EXCUSED ABSENCE**. On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is **still** twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion.

For classes that meet **twice a week**, you are allowed no more than **4 absences**. It is the student's responsibility to keep track of the number of classes missed. If the number of classes missed exceeds the allowed absences, the student will be dropped from the class and will receive a "W" or "WF" as the final grade based upon the grade status as of the last class attendance.

Late arrivals disrupt class and interfere with student learning. To eliminate this, students should not be late for class or leave before class has been dismissed. If you arrive after attendance has been taken, you will be marked absent. It is your responsibility to see the instructor after class on the day of the late arrival to have your absence changed to a tardy. **Three tardies** is equivalent to **one** absence.

Please note the following: You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements:

Each student is required to transcribe a minimum of twice a week. All tests are to be transcribed in a CRP lab and shall be monitored and timed by an institutional supervisor. When tests are completed using the computer, all copies (including computer hard drive and any storage media) of the tests shall be deleted immediately in order to maintain test integrity.

Tests shall be incremental speeds on unfamiliar material.

The same test shall not be dictated more than once every six (6) months to the same student.

Live dictation practice shall include but shall not be limited to two-voice and multi-voice testimony (including medical and technical material, literary, jury charge, Q&A and current events. Two-voice dictation should be delivered by two people; multi-voice should be delivered by multiple people.

Students should read aloud from shorthand notes, quickly locating portions to be read, maintaining composure while reading, reading distinctly and with authority to the satisfaction of the instructor.

The instructor is **not required** to permit late work or makeup work and may assign a grade of zero in this case. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements **prior to the due date** of the assignment in question.

Grading Scale:

94-100	A	Superior Work
87-93	B	Good Work
78-86	C	Average Work
0-77	F	Unsatisfactory Work

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

Course Topic Outline/Course Calendar with Assignments: Will be provided by instructor



College Policies

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.