



CRP 122- MACHINE SHORTHAND II

Information Systems Technology

Semester:

This course is a study of basic machine shorthand theory with emphasis on accurate writing, reading and transcription. An introduction to testimony and jury charge material is included.

Catalog Course Description:

Prerequisite(s):

CRP 121, CRP 131

Credit Hours:

3.0

Departmental Website:

<http://www.midlandstech.edu/edu/ed/ISM/CPT/>

Departmental Assistant:

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Department Chair:

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Textbook(s):

COMPUTER COMPATIBLE MACHINE SHORTHAND FOR EXPANDING CAREERS, Ritter, StenEd Publishing,
READER, Ritter, StenEd Publishing.

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, with punctuation, to provide instantaneous translation, using a conflict-free, NCRA-approved theory.
2. Pass a minimum of one 5-minute tests, literary material, at 60 words per minute, with a minimum of 95 percent accuracy.
3. Pass written tests consisting of materials from tutorials and/or realtime technology.
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 60 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.

Department Grading Scale:

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

Note: Students must earn a grade of "C" or better in all of courses offered within the Information Systems Technology Department for the grade to be counted toward graduation.