



CRP 132- MACHINE SHORTHAND SKILLS DEVELOPMENT II

Information Systems Technology

Semester:

Catalog Course Description:

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.

Prerequisite(s):

CRP 121, CRP 131

Credit Hours:

1.0

Departmental Website:

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

Departmental Assistant:

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Department Chair:

Bruce Martin
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Textbook(s):

None Required

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.
4. Analyze problem areas through student-teacher interaction.

Course Outcomes and Competencies:

Intended Course Outcome #1:

Course Competency:

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

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:

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success criteria is that 80% of the students will answer the questions correctly.

Students will demonstrate an understanding of the importance of current events.

Intended Course Outcome #2:

Course Competency:

Students will demonstrate the understanding of current events through research and written projects, oral presentations and testing pertaining to: Local events, National events, International events, Geography, and cultural diversity.

Performance Measurement Instrument:

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success

criteria is that 80% of the students will answer the questions correctly.

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 instructional 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.

Testing shall be at incremental speeds on unfamiliar material.

The same test shall not be dictated more than once a week 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

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