

	REQUIRED COURSE
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ELECTIVE COURSE

Lake Land College

COURSE NUMBER:		CRT-047		TITLE: (30 Characters Max)				Machine Shorthand Theory				
SEM CR HRS:	4	Lecture:		4		Lab:	0			ECH:	4	
Course Level:	<input type="checkbox"/> Gen Ed /IAI		<input checked="" type="checkbox"/> Career/Technical			Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0	
	<input type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Dev Ed/ Not in Degree Audit									
COURSE PCS #		12		IAI Code						Contact Hours Per Week		
Repeatable (Y/N):		Y	Pass/Fail (Y/N):		N	Variable Credit (Y/N):		N	Min:		Max:	
								16 Wks	200	8 wks	400	
Prerequisites:												
Catalog Description: (40 Word Limit)		A beginning course in machine shorthand theory. Students will receive instruction in realtime, conflict-free writing for court reporters, captioners, and CART providers.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Introduction to StenEd Theory	5			
Keyboard familiarization	12			
Vowel usage	8			
Punctuation	6			
Numbers	5			
High-frequency words	12			
Advanced writing principles	12			
TOTAL	60	0	0	0

EVALUATION							
QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input type="checkbox"/>	PAPERS	<input type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>

COURSE MATERIALS	
TITLE:	StenEd Realtime Theory & accompanying audio cd's for RT theory
AUTHOR:	Beverly Loeblein Ritter
PUBLISHER:	Stenotype Educational Products, Inc.
VOLUME/EDITION/URL:	Revised Edition
COPYRIGHT DATE:	2008

TITLE:	Theory Reinforcement Takes	The Ultimate Finger Drill Book
AUTHOR:	Patricia Pooser Rhyme	Hattie O. Gordon
PUBLISHER:	Stenotype Education Products, Inc.	Stenotype Education Products, Inc.
VOLUME/EDITION/URL:	3rd Printing - 1999	2nd Printing - 2003
COPYRIGHT DATE:	1997	2001

TITLE:	Reader for Realtime Theory
AUTHOR:	Beverly Loeblein Ritter, John D. Antunovich and Patricia J. Rhyne
PUBLISHER:	Stenotype Education Products, Inc.
VOLUME/EDITION/URL:	6th printing
COPYRIGHT DATE:	1991

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Intro to StenEd Theory	5	1. Explain what machine shorthand is. 2. Become familiar with realtime steno machine. 3. Explain assembly of steno machine. 4. Explain position at machine and hand position.
Keyboard familiarization	12	1. Write single characters. 2. Write double characters. 3. Write multi-character representations. 4. Explain initial and final sides of keyboard.

Vowel usage	8	1. Explain location of vowel keys. 2. Write short vowels. 3. Write long vowels. 4. Write unsounded vowels. 5. Write diphthongs.
Punctuation	6	1. Write punctuation symbols 2. Use punctuation symbols during dictation. 3. Explain importance of punctuating while writing.
Numbers	5	1. Write numbers as numerals using the number bar. 2. Practice times, dates, phone numbers, plural numbers, dollars and cents. 3. Write single digit, two-digit, and three-digit numbers.
High-Frequency words	12	1. Write 150 most common words in one stroke each. 2. Explain importance of briefs and phrases. 3. Individualize phrasing and briefing.
Advanced writing principles	12	1. Write conflict-free prefixes, suffixes, contractions, acronyms. 2. Include paragraphing, parentheticals, and unexpected speakers. 3. Explain word boundary issues. 4. Explain differentiation of sound-alikes.
Insert New Line Above this Line		
	60	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Write all words in the English language using conflict-free machine shorthand.
	Write 150 most common words in one stroke.
	Demonstrate machine shorthand.
	Set up a realtime steno machine.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.