

SAN ANTONIO COLLEGE
1300 San Pedro Avenue
San Antonio, TX 78212-4299

Syllabus

Department: Administrative Computer Technology
Program: Court Reporting

Revision Date: Spring 2005

Course Number and Title: CRTR 1210 - Realtime Reporting II

Credit Hours: 2

Hrs/Wk Lecture: 1

Hrs/Wk Lab: 4

I. CATALOG DESCRIPTION

Realtime Reporting II is continued development of skill necessary for writing conflict free theory and dictation practice using computer-aided technology and instructional interaction.

II. LEARNING OUTCOMES:

1. To write learned principles with no hesitation.
2. To read back steno notes with ease.
3. To produce a computer-aided transcript.
4. To build a computer-aided personal dictionary of at least 50 words.
5. To write on the steno machine with at least 98 % accuracy.
6. To pass the final exam on the steno machine writing at least 50 words per minute.

III. COURSE REQUIREMENTS:

A. Attendance

Regular and punctual attendance at all classes is required. A student absent for any reason is responsible for all work missed. Absences of each student are recorded without exception from the official date of his/her enrollment. The counting of absences begins on the first day of a student's enrollment in the course after classes begin.

A student absent the equivalent of two weeks of instruction in a regular semester may be dropped by the instructor. For evening classes meeting four days a week eight absences is the limit. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawal has been submitted. Tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Attendance is a factor in a student's final grade.

B. Practice

Students are required to practice at least two hours daily outside of class on the steno machine to avoid falling behind in the course. Practice consists of alphabet drills, number drills, dictation tapes for a particular lesson, and the computer tutorial exercises

loaded onto their own personal computers. In-class instructor dictation is crucial to a student's progress.

C. Materials

1. Steno machines - Students will bring their steno machines every day to class.

2. Steno paper - Students will have on hand at least one pad of paper. Steno paper may be purchased from the instructor for \$1.00 a pad. Ribbon cartridges may also be purchased from the instructor for \$16.00.

3. Books and Cassettes - StenEd cassette tapes (Tape 14 – Tape 31) for Lessons 21 through 40 recorded at 25 – 75 words per minute. StenEd Realtime Theory Volume I, StenEd Reader for Theory Volume I, StenEd Professional Dictionary, StenEd Global Tutorial Users Guide, Merriam Webster's Collegiate Dictionary (10th or 11th Edition – Hardback).

D. Assignments

Students will be required to turn in lesson assignments on a date specified by the instructor. Lesson Tutorials will also be assigned for students to complete outside of class to turn in on a date specified by the instructor. Assignments count for 50% of a student's final grade.

E. Exams

An exam will be given after every two lessons covered unless otherwise specified by the instructor. There are no makeup exams given. A student absent without permission from an exam is graded "F."

A written final examination, not to exceed three hours in length, will be given at the end of the semester at the regularly scheduled time. A student absent without permission from a final examination is graded "F." The final exam will cover the last two lessons in the Theory book. Exams count for 50% of a student's final grade. There are no makeup final exams.

IV. GRADING SCALE:

A- 98 to 100

B- 95 to 97

C- 92 to 94

D- 89 to 91

F- Below 89

Students must complete this course with a passing grade of 92 (C) or better.

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Last Updated 7-26-05 by Irene Slocum