TAFTCOLLEGE

Court Reporting (CTRP) 1010 Beginning Machine Shorthand Theory and Lab (5 units)
[Formerly Court Reporting 51, Business 71]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculation:
64 hours lecture (128 Outside of Class Hours); 48 hours lab (240 Total Student Learning Hours) 5 Units

Catalog Description: This course covers the basic theory of machine shorthand and mastery of the keyboard. It covers the introduction and mastery of basic stenotype concepts for all one-syllable words and simple two- syllable words written by sound, beginning number writing, all marks of punctuation, one- and two-letter brief forms, two- and three-letter phrases, reading from stenotype notes, and dictation at 40 words per minute. This course meets partial requirements of the Court Reporters Board of California and the National Court Reporters Association. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text: Patterson, N.   Machine Shorthand Theory, Volume I. National Court Reporting Systems, 2005.
          Patterson, N.   Machine Shorthand Theory, Volume II. National Court Reporting Systems, 2005.

Additional Materials:
Stenography machine, computer for word processing; newspaper articles, court reporting magazine articles, court transcripts.

Course Objectives:

By the end of the course, a successful student will be able to:

1. record dictated simple one and two stroke words, arbitraries, punctuation symbols, numbers, and amounts of money,
2. transcribe recorded dictated material with 95 percent accuracy, and
3. read fluently and accurately from shorthand notes.

Course Scope and Content

Unit I: Machine Setup, Theory Orientation
A. Introduction to Steno Machine setup
B. Finger placement
C. Introduction to Computer Shorthand Theory

Unit II: Use of speed-building techniques
A. Simple dictation using simple one and two stroke words, arbitraries, punctuation symbols, numbers, and amounts of money
B. Transcribe recorded dictated materials

C. Read from shorthand notes

Unit III: Basic principles of touch method of transcription
     A. Shorthand numbers
     B. Understanding phrasing used in shorthand
     C. Identifying arbitraries and derivatives

Course Scope and Content: Laboratory

Unit I: Speed-building
     A. Introduction to simple one and two stroke words
     B. Numbers
     C. Amounts of money

Unit II: Keyboard Practice
     A. Long and short vowels
     B. Punctuation
     C. Phrases
     D. Sentences

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 8 hours per week outside of the regular class time doing the following:
    1. Read material to improve vocabulary, spelling, and word usage
    2. Required non-tested transcription

Methods of Instruction:
    1. Lecture
    2. Skill development drills
    3. Live dictation
    4. Spelling and word usage
    5. Required non-tested transcription

Methods of Evaluation
    1. Recorded accuracy of dictated material of one or two stroke words, arbitraries, phrases, punctuation symbols, numbers, and amounts of money.
    2. Transcription of dictated one or two stroke words, arbitraries, phrases, punctuation symbols, numbers, and amounts of money.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable

Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Court Reporting