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Court Reporting (CTRP) 1260 Machine Shorthand Speed Building – Dictation/Transcription (1.25 units)

Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1034, 1044, 1054 and 1064

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Listen and write complex jury charge, medical, literary and multi-voice material at varying speeds
2. Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material
3. Pass one five-minute medical, literary, jury charge and multi-voice dictation test at 200 wpm with a pass rate of 97.5%
4. Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine
5. Operate a stenotype machine and work to master keyboard
6. Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation
7. Demonstrate ear-finger coordination in taking dictation as well as in transcription
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods
9. Provide correct punctuation in dictated and transcribed material
10. Read steno notes out loud at rapid rate of speed
11. Proofread using proofreader marks
12. Effectively use a dictionary, spell check software, stenographic-computer dictionary and other resources to produce verbatim and usable transcripts
13. Improve ability to meet deadlines with transcribed work product
14. Develop concentration skills

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 64 lab hours total

**Catalog Description:** This course promotes the development of speed and accuracy in taking dictation on a stenotype machine. It reviews basic theory and develops sufficient skills to write and transcribe complex material on a stenotype machine up to 240 words per minute (wpm) for a minimum of five minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered on a Pass/No Pass basis only.



Type of Class/Course: Degree Credit

Text: Merriam-Webster Dictionary (latest edition)

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

Course Objectives:

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

1. Listen to, write and transcribe complex material at varying speeds
2. Attain speed and accuracy on stenotype machine up to 240 wpm with increasingly complex material.
3. Use material learned in academics to improve quality of complex transcripts and work product on and off the stenotype machine
4. Operate a stenotype machine and work to master keyboard
5. Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation
6. Demonstrate ear-finger coordination in taking dictation as well as in transcription
7. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods
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Course Scope and Content

Unit I: Speed Building Techniques

- A. Daily observations
- B. Dictation up to 240 wpm of various complex material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation and jury charge tests
- F. Read back steno notes

Unit II: Dictation/Transcription Outcome

- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols



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- D. Writing “briefs”, (steno shorthand abbreviations)
- E. Read and transcribe steno notes
- F. Transcribe, edit and proofread timed dictation documents

### Unit III: Skills development

- A. Build speed and continue to master writing dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD’s, DVD’s, tapes, etc) to improve speed

### Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 1 hour 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
- 3. Court observation
- 4. Dictionary building

### Methods of Instruction:

- 1. Direction and instruction
- 2. specialized software
- 3. live dictation
- 4. Spelling and word usage
- 5. required non-tested transcription
- 6. court observations
- 7. dictionary building

### Methods of Evaluation

- 1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling
- 2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage
- 3. Live dictation from qualified staff readers
- 4. Speed building tapes in lab environment and to be used as homework as needed
- 5. Timed dictation tests in multi-voice, jury charge, medical and literary