COURT REPORTING THEORY
Fall 2005

Day Class
10:55-3:10

Evening Class
5:45-10:00

8/29/05 – 10/19/05
CTR 06A1 - Theory I - Section 37524
CTR 06B1 - Theory II - Section 37532

CTR 06A1 - Theory I - Section 37519
CTR 06B1 - Theory II - Section 37528

10/24/05 – 12/12/05
CTR 06A1 - Theory I - Section 37527
CTR 06B1 - Theory II - Section 37534

CTR 06A1 - Theory I - Section 37522
CTR 06B1 - Theory II - Section 37530

Each section meets Mondays and Wednesdays and is 8 weeks in length.
Each 8-week section is a 2-unit course.

Instructor: Linda Lawson 408-741-2439 linda_lawson@westvalley.edu
Office Hours: Tues & Thurs 11:00-12:00 and 3:30-4:30 & by arrangement

Required Textbook: StenEd Realtime Theory
(Available in college bookstore)

Course Objectives:
In Theory I you will learn the operation of a stenotype machine and will learn to write
many words at speeds up to 50 words per minute. You will use an electronic steno
machine to write realtime with a computer-compatible theory. You will also learn to
operate a manual steno machine and to translate and read steno outlines.

Students will have a goal of completing 1-2 lessons per week from the StenEd Realtime
Theory book.

In Theory II you will expand the skills learned in Theory I and will be able to write and
read back any word on a steno machine. Realtime skills will continue to be developed.

Upon completion of the 40 StenEd lessons, students will complete theory reinforcement
and bridge dictation up to 60 words per minute in preparation for advancement to the 80
word per minute speedbuilding class.

Evaluation:
This is a self-paced class, and students will progress at different rates. All quizzes will be
administered at the appropriate times for each student. In addition to transcription of
stenotype tests and writing out of steno outlines, students will be required to read back
their steno notes.
Methods of Instruction:
Daily instructor presentation of theory concepts and dictation
Realtime computer drill program (GlobalCAT)
Individual and group readback

Types of Testing:
There will be a variety of testing modes.
1. Translation of stenotype into English
2. Translation of English into stenotype
3. Identification of briefs and phrases
4. Writing selections at a given degree of accuracy

Credit/No Credit Grading Option:
CTR 06A1 and CTR 06B1 may be taken for a letter grade or credit/no credit.
Grading will be determined as follows:
   Class participation  15%
   Exams              50%
   Attendance          10%
   Homework            10%
   Computer exercises  15%

Court Reporting Lab:
The Court Reporting lab is open Monday through Thursday and some Fridays as posted on the door of BU-12. You are encouraged to spend time practicing on the computerized equipment in the lab whenever possible.

Lab Fee:
A $10.00 lab fee is required for each 8-week theory session. These funds are used to purchase the various lab supplies for students’ use, including disks, paper, toner, binders, and other items.

Accommodations:
West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.
Recipe for Success:
Practice is an essential element for success in developing speed and accuracy in the skills you will need as a court reporter. In addition to class time, it is recommended that you practice your theory lessons and tapes two hours per day. This may not be possible on Mondays and Wednesdays if you work during the day and attend class at night, but try to spend the two hours practicing on non-school days.

With Accuracy Comes Speed, Not The Other Way Around
The Theory book gives the following advice several times, and your instructors will reiterate it to you frequently: “Don’t worry about speed. Focus on accuracy and the speed will come naturally.” What happens when you push your speed too much on your computer drills is that you tend to make more mistakes and perhaps reinforce incorrect steno outlines. It is better to develop accurate writing of your theory.

As you train your fingers to do the right things at a slower speed, they learn. The more they learn, the fewer mistakes they will make. The more comfortable they are, the faster you will be able to move them naturally. It’s not a process that can be measured in days or even a couple of weeks, but after a month or two, you will absolutely see the difference.

PRACTICE THOSE TAPES AND/OR CDS! It really does make a HUGE difference. When you think about it, 99% or more of your time as a working reporter will be spent writing what you HEAR.

Theory is the basis of your career so give it your best efforts. You can do it!