



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Realtime Theory II
Course Number: JCR1002

Required Materials

Textbook(s): Computer Shorthand: Realtime Theory, 4th Edition
 Authors: Gonzalez/Walsh/Roberts

Required Readings: None

Additional Materials: Computer w/Internet access
 Other software: Word, PowerPoint, and Adobe for PDF documents
 Full-ear Headphones w/sound control
 CaseCATalyst4, updated student version
 Stenograph Luminex, or comparable writing machine
 Realtime Coach

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

| Week | Chapter/Topic/Lab |
|--------|---|
| Week 1 | <ul style="list-style-type: none"> • Start Here Assignments • Module 1 Lectures/Assignments • Break Assignments |
| Week 2 | <ul style="list-style-type: none"> • Module 2 Lectures/Assignments • Test 1 |
| Week 3 | <ul style="list-style-type: none"> • States Writing Assignments • Module 3 Lectures/Assignments |
| Week 4 | <ul style="list-style-type: none"> • Module 4 Lectures/Assignments • Mentor Discussion – Trouble Strokes • Test 2 |
| Week 5 | <ul style="list-style-type: none"> • Module 5 Lectures/Assignments |
| Week 6 | <ul style="list-style-type: none"> • Module 6 Lectures/Assignments • Test 3 |
| Week 7 | <ul style="list-style-type: none"> • Module 7 Lectures/Assignments • Mentor Discussion – Transitioning from Theory to Speed • Test 4 |
| Week 8 | <ul style="list-style-type: none"> • Module 8 Review • Final Exam |