



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Skill Building II
Course Number: JCR1102

Required Materials

Textbook(s): Below are the **required course materials** for all speed building courses.
Realtime Coach - Student

Required Readings: None

Additional Materials: Stenograph Luminex, or comparable writing machine
 Laptop computer
 Full-ear Headphones w/sound control
 CaseCATalyst4, updated student version
 Minimum 4 gig Flash Drive (recommended)

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	Start Here Assignments <ul style="list-style-type: none"> • Acknowledgement of Course Expectations • Submission of Instructional Development Plan • Submission of Summer Practice Schedule Module 1 Assignments: <ul style="list-style-type: none"> • Stenograph Writing Assignment
Week 2	Module 2 Assignments: <ul style="list-style-type: none"> • Readback/Current Event • Word Usage Quiz
Week 3	Module 3 Assignments <ul style="list-style-type: none"> • Mentoring Assignment: How to Write Proper Names
Week 4	Module 4 Assignments <ul style="list-style-type: none"> • Readback/Current Event • Comma Usage Quiz • Discussion Forum: Shortage of Court Reporters

Week	Chapter/Topic/Lab
Week 5	Module 5 Assignments <ul style="list-style-type: none">• Extended Dictation Assignment
Week 6	Module 6 Assignments <ul style="list-style-type: none">• Readback/Current Event• Mentoring Assignment: Testing Strategies• Spelling Quiz
Week 7	Module 7 Assignments <ul style="list-style-type: none">• Two (2) minute Realtime Assessment• IDP Plan Review
Week 8	Module 8 Assignments <ul style="list-style-type: none">• Discussion Forum: Computer Integrated Courtroom (CIC) Research Assignment• Grammar Quiz