



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Skill Building IV
Course Number: JCR2104

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	Complete the Start Here Assignments AND the Module 1 Assignments Module 1 Lectures/Assignments: <ul style="list-style-type: none"> • Briefs/Phrases Practice Assignment
Week 2	Module 2 Lectures/Assignments: <ul style="list-style-type: none"> • Readback/Current Event • Capitalization Quiz
Week 3	Module 3 Lectures/Assignments <ul style="list-style-type: none"> • Briefs/Phrases Practice Assignment
Week 4	Module 4 Lectures/Assignments <ul style="list-style-type: none"> • Readback/Current Event • Grammar Quiz
Week 5	Module 5 Lectures/Assignments <ul style="list-style-type: none"> • Briefs/Phrases Practice Assignment • Mentoring Assignment: Discussion Forum Posting
Week 6	Module 6 Lectures/Assignments <ul style="list-style-type: none"> • Extended Dictation Assignment • Readback/Current Event

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"><li data-bbox="381 132 618 161">• Punctuation Quiz
Week 7	Module 7 Lectures/Assignments <ul style="list-style-type: none"><li data-bbox="381 201 748 231">• Realtime Writing Assignment<li data-bbox="381 233 607 262">• IDP Plan Review
Week 8	Module 8 Lectures/Assignments <ul style="list-style-type: none"><li data-bbox="381 304 813 333">• Briefs/Phrases Practice Assignment<li data-bbox="381 336 818 365">• Multi-voice Application Assessment