



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Skill Building VI
Course Number: JCR2106

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: Briefs/Phrases Practice Assignment
Week 2	Module 2 Lectures/Assignments: - Readback/Current Event - Capitalization Quiz
Week 3	Module 3 Lectures/Assignments Briefs/Phrases Practice Assignment
Week 4	Module 4 Lectures/Assignments - Readback/Current Event - Grammar Quiz
Week 5	Module 5 Lectures/Assignments - Briefs/Phrases Practice Assignment - Mentoring Assignment: Discussion Forum Posting
Week 6	Module 6 Lectures/Assignments - Extended Dictation Assignment - Readback/Current Event - Punctuation Quiz

Week	Chapter/Topic/Lab
Week 7	Module 7 Lectures/Assignments • Realtime Writing Assignment • IDP Plan Review
Week 8	Module 8 Lectures/Assignments • Briefs/Phrases Practice Assignment • Multi-voice Application Assessment