**Dear New IRT Student taking Speed Building I - III:**

Welcome! You are about to embark on a wonderful, yet challenging, journey into the world of speed building. Whether you are progressing through speed building for a career in judicial reporting, broadcast captioning, CART, or other reporting possibilities, you are going to be constantly challenged to do better. Just when you have made the great accomplishment of passing one speed, we are challenging you to progress to the next speed. Remember, you are being compared to a concert pianist with your skill level!

This career path you have chosen is a fascinating one filled with many ups and downs. But as the old cliché goes, 'nothing is easy that is worth having.' The benefits down the road far outweigh the trials and tribulations you may experience while in school. I want you to be well aware of the time commitment that this field of study requires. This is a remarkable career choice you have made.

**It is very important that you register for classes early.** If you are new to the college, start your admissions process early as well. Registration for summer and fall classes usually begins in the spring. So that you don't lose any class time, whether you are an on-campus student or an online student, students need to be prepared with your computerized steno machine, course materials, textbooks, all the necessary software and equipment, and access to the online resources by the time the semester term begins.

**Attached is an estimate of expenses for the IRT program. Please note that the requirements are subject to change prior to the start of each semester, so it is very important that you check with one of the IRT faculty discuss the current semester's equipment and costs.** Initial startup is quite costly. Keep in mind that these initial costs when distributed over your tenure here at SSCT in the IRT program are affordable. We want you to begin your program with the most benefits possible. The equipment, software, texts, etc., will give you a tremendous advantage in learning a theory for realtime writing and prepare you for your career in judicial reporting, broadcast captioning, or realtime transcription.

***\*\*\*IMPORTANT: Please contact our Financial Aid office to see if you are eligible for additional funding options.***

***\*\*\*If you are a transfer student with Phoenix Theory knowledge, please contact Julie Hardgrove at 330-966-5453, ext. 4358.***

Please take note of the following:

**Steno machine**: You are required to purchase a Stentura Protégé from Stenograph Corporation, Item Number 30085. This machine is computer compatible and ready for you to write realtime at home. On campus, we supply an SRT400 to use in the classroom. You do not need to bring your steno machine with you to class if you are an on campus student. Brand new, a Stentura Protégé costs approximately $1,545 **with an SSCT** Certificate which is included with letter (this includes extension keys for the asterisk and T-S keys). This gives you a ballpark figure when you are looking to purchase. Stenograph also offers an incentive program for a future trade-in value on your Stentura Protégé if bought brand new from Stenograph. When you purchase a Stentura Protégé, make sure that the Protégé comes with the realtime computer cable, an AC adapter, paper tray, tripod, and steno machine case.

**IMPORTANT NOTE:** If you purchase a used machine that does not have a USB connector, you will need a <span style="color:red">**serial port**</span> on your laptop/desktop computer to connect with your steno machine.  If you do not have a serial port on your computer/laptop, you will have to purchase a USB serial Adapter from Stenograph, Item #38134 ($39.00/tax/shipping & handling estimated).

**We encourage you to purchase your Stentura Protégé brand new through Stenograph.**  In the past, some students have purchased used machines from other sources and have called Stenograph to honor the warranty to repair the machine.  Stenograph only honors machines that have been purchased through them.  Think about it this way—this machine is going to be your breadwinner for your life.  You want to have the best machine that is in the best working order and one that has a valid warranty.  It is, however, your choice as to where you purchase your steno machine.  Just be sure that you are purchasing your machine from a reputable person/place.  Please contact Stenograph to find out about incentive programs with future trade-ins of steno machines bought brand new.

**Realtime Software**:  You will be required to purchase the Case Catalyst 4 v. 8-10 realtime software student version (or updated student version). Make sure you ask for StenEd translation theory dictionary CD.  At this time, the cost is $495; this software will be used in the theory, speedbuilding classes, realtime software applications class, the 8-week mini-courses, Advanced Theory Principles course, and the captioning courses—every realtime writing class.

Please contact Marc Alexander, 1-800-323-4247, ext. 6260 (**primary contact**) or Lynn Petersen, 1-330-562-3580, ext. 2604 (**secondary contact**), for further information and possible discounts on the steno machine and software when purchased together from Stenograph.  It **is important you contact them by phone rather than ordering your equipment online. You will not get the discounts if you order online**. When you call, be sure to say you are a Stark State student.  **\*\*\*Please allow a 2-3 week lead time to receive your Stentura Protégé after your purchase.**

**Questions to ask before purchasing:**

- ✓ Are there extension keys?  (Asterisk extension key—single or double; T-S extension keys; both recommended)
- ✓ What is the warranty?
- ✓ What comes with the machine?  Tripod?  Carrying case:  softsided or hard? Realtime computer cable?  User's manual? AC adapter? Machine cover?
- ✓ If the machine is purchase brand new from Stenograph, is there an incentive program for trade-in?
- ✓ If the machine is used, are there maintenance records available?
- ✓ If buying from someone other than Stenograph, did the seller buy this machine new or used?
- ✓ Does the StenEd dictionary come with the Case Catalyst student software?

**Computer Specifications:**

**For Case Catalyst:**      It is recommended by Stenograph that you have Windows XP for your operating system, however, if you have Vista as your operating system please let Stenograph know before you order.  This gives you the best results when running the Case Catalyst software.  You will also need at least two USB ports on your computer, one for the USB key that accompanies the realtime software.  The software to be installed on your computer for Case Catalyst comes on a CD.


## FOR A BREAKDOWN OF ALL EXPENSES FOR COURSE MATERIALS SEE THE ATTACHED ESTIMATED EXPENSE FORM


**Speed Building**
**Course materials:**      **Stenograph University Online**
Access to this resource materials site for speed building students requires additional course fees and includes theory review exercises, speed building seminars, literary dictation, jury charge dictation, testimony dictation, multi-voice dictation, captioning dictation, and specialty area dictations.  The dictation is in 1-minute, 2.5-minute, 5-minute and extended dictation segments.

**Phoenix Theory Fast Track to Machine Shorthand Speed**
(finger drill textbook used with metronome)
Stenograph # 1-800-323-4247
P/N #37711

Note: The above textbook is not theory specific even though title states Phoenix Theory.

Stentura Protege Computerized Stenograph Machine
Case Catalyst 4 v.8-10 (or updated student version) realtime
     Software (ask for StenEd translation dictionary)
Steno paper (bulk order from Stenograph) & red pen
Full-ear Headphones with volume control and an extra long
     cord (Radio Shack or Best Buy)
USB card for copying audio files from the M:drive
Metronome, Stenograph Company or any music store
     ***make sure it has a headphone jack
**NOTE**:  You may access a FREE online metronome that works nicely @ metronomeonline.com.

**Optional:**
**Enounce Software2XAV for Real Player** www.enounce.com: $29.95.
(This product is audio speed manipulation software.  You can speed up or slow down the audio file up to 50 words without distortion, including the audio files on the Stenograph University Online site, except for speed tests).

**Optional for SSTC Tape Library dubbing**:
Cassette recorder with variable speed (standard size) & batteries:  recommended,
Stenograph #35263
***If you do not get this one, make sure the one you do purchase has a
headphone jack and variable speed control.

If you want to order your texts from the SSCT bookstore, you can do so online at
www.starkstate.edu/bookstore.htm or call 330-966-5452.  You will need to give a credit card
number.  There will be UPS charges.

More information about SSCT and the IRT program is available at
www.starkstate.edu/ACADEMICS/business/inforepttech.htm.

If you have any questions or concerns prior to your start of class, please contact Julie Hardgrove
at jhardgrove@starkstate.edu or Rene Page at rpage@starkstate.edu. I look forward to meeting
you.

Sincerely,


Julie Hardgrove, BS Ed, RPR, CRI          Rene Page, MAED, CPS
Associate Professor                       Instructor
Stark State College of Technology         Stark State College of Technology
6200 Frank Road                           6200 Frank Road
Canton, OH  44720                         Canton, OH 44720
330-966-5453, ext. 4358                   330-966-5453, ext. 4353
jhardgrove@starkstate.edu                 rpage@starkstate.edu


Attachments:   Estimated Expenses (contact Financial Aid for additional funding options)
               Hardware Requirements

## Information Reporting Technology
### Estimated Expenses (excluding tuition and living expenses)
### Students entering **Fall 2009**

Please note that requirements are subject to change prior to each semester.

| Instructional Materials and Equipment | Approximate Cost | Semester Required | Education Program Related |
|---|---|---|---|
| Stentura Protégé (computer compatible with realtime cable) | $1,545.00 | 1st (when enrolled in Theory I) | √ |
| Case Catalyst 4 V.8-10 or updated version (realtime software) | $500.00 | 1st (when enrolled in Theory I) | √ |
| Steno Paper | $50.00 | 1st (when enrolled in Theory I) | √ |
| Headphones (full-eared, volume control, long cable) | $25.00 | 1st (when enrolled in Theory I) | √ |
| USB Card (1 GB) | $25.00 | 2nd (when enrolled in Theory II) | √ |
| Enounce© for Realtime Player software | $30.00 | 2nd (when enrolled in Theory II) | √ |
| Course Notebook | $40.00 | 1st (when enrolled in Theory I) | √ |
| Student NCRA Membership (optional) | $65.00 | 1st (when enrolled in Theory I) | √ |
| ESTIMATED TOTAL | $2,280.00 | | |

**OTHER EXPENSES:**

| Instructional Materials and Equipment | Approximate Cost | Semester Required | Education Program Related |
|---|---|---|---|
| Tutorial Web Access | $120-215 **per semester** | While enrolled in All IRT courses | √ |
| Textbooks – Nontechnical Courses | $1,100.00 | As needed | √ |
| Textbooks – IRT Technical Courses | $900.00 | As needed | √ |

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