

COURSE OUTLINE

Realtime Captioning Techniques

Course Description

RC 101. Realtime Captioning Techniques. 3 hours credit. Prerequisites: RR 201 or VR 101 with a B or better. This course will enable the student to use writing techniques for captioning. The student will develop the ability to write, using a conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will also build skills in development and maintenance of dictionary entries, containing broad-based vocabulary specific to captioning.

Course Relevance

All realtime reporting professionals today use computer-aided transcription in delivering their product—a record of the spoken word. Realtime reporters can now pursue alternative careers as broadcast captioners, scopists, cyber-conference reporters, legal and medical transcriptionists, rapid data operators, or working with individuals or groups representing persons with hearing or vision loss.

Required Materials

High-speed internet access, 128 MB flash drive, red felt tip pen, personal dictionary, steno machine or voice writing equipment, and highlighters.

Laptop (See Instructor/Coordinator for specification sheet for laptop.)

Learning Outcomes

The intention is for the student to be able to:

1. Write realtime translation theory.
2. Write alphabets, numbers, punctuation, prefixes, and suffixes.
3. Write environmental sound descriptors and website and Internet addresses.
4. Use phonetic translator including “drag/drop” and “brief it”.
5. Develop and maintain dictionary entries.

Learning PACT Skills that will be developed and documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Technology Skills

1. Discipline-specific technology
 - Through the use of the steno writer or voice recognition equipment and the computer-assisted translation (CAT) system, the student will broadcast caption with a minimum of error.

Major Summative Assessment Task(s)

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Preparing and setting-up a broadcast captioning job.
2. Captioning a 15-minute literary broadcast, transcribing a random five-minute selection at 160 wpm with 96% accuracy.

Course Content

(The following skills and competencies are taken from the NCRA's *General Requirements and Minimum Standards* and incorporated into each specific course.)

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Translate Realtime dictation of alphabets, numbers, punctuation, prefixes, and suffixes at 96 percent accuracy
 - B. Transcribe Realtime dictation of environmental sound descriptors and website and Internet addresses at 96 percent accuracy
 - C. Use phonetic translator
 - D. Develop and maintain dictionary entries

Learning Units

- I. Writing techniques
 - A. Alphabets
 - B. Numbers
 - C. Punctuation
 - D. Prefixes and suffixes
 - E. Website and Internet addresses
 - F. Environmental sound descriptors
- II. Dictionary development and maintenance
 - A. Phonetic translator
 - B. Dictionary entries – including but not limited to:
 1. Sports
 2. Meteorology
 3. Geography
 4. Common and proper names
 5. Government/politics
 6. Foods
 7. Arts and literature
 8. Animals
 9. Criminology and science
 10. Entertainment
 11. Military installations
 12. Slang
 13. Current events/news
 14. Religion

Learning Activities

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through lectures, instructor-led class discussion, guest speakers, group activities, drills/skill practice, and others at the discretion of the instructor.

Grade Determination

The student will be graded on learning activities and assessment tasks, primarily focused on speed and accuracy. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, student projects, student presentations, class participation, and other methods of evaluation employed at the discretion of the instructor.