

COURSE OUTLINE **Realtime Captioning - Lab 180/200**

Course Description

RC 103. Realtime Captioning - Lab 180/200. 6 hours credit. Prerequisite: RC 101, RC 102, and RR 202 or VR 101 all with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on broadcast news productions, network cable, public access, and/or education satellite downlinks at 180 and 200 wpm with emphasis on high realtime translation accuracy and speed development.

Course Relevance

All realtime reporting information systems 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. Refine writing realtime translation theory.
2. Write a minimum of three 15-minute, literary broadcast tests and transcribe a random 5-minute selection from each test with a minimum of 96% accuracy dictated at 180 wpm.

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 primary 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. Captioning a simulated national CBC (Certified Broadcast Captioner) certification skills test at 180 wpm within the allotted NCRA (National Court Reporters Association) test transcription guidelines.

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. Review and line-by-line edit/analysis of captions
 - B. Build endurance for writing 15-minute broadcast news programs with a goal of 96% accuracy
 - C. Transcribe literary material for five minutes at 200 wpm with 96 percent accuracy

Learning Units

- I. Review captioning techniques/technology
 - A. Alphabets
 - B. Punctuation
 - C. Numbers
 - D. Prefixes and suffixes
 - E. Environmental sounds
 - F. Website and Internet addresses
 - G. Dictionary entries
 - H. Job preparation and equipment setup
- II. Contextual material to be written from live, online, and/or electronic dictation
 - A. Broadcast news
 - B. Network cable
 - C. Public access and/or education satellite downlinks
 - D. Current events

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.