

COURSE OUTLINE **Realtime Reporting - Theory I**

Course Description

RR 101. Realtime Reporting -Theory I. 6 hours credit. Prerequisites: RR Coordinator approval. This course will enable the student to use a computer-compatible steno machine. The student will gain an understanding of realtime reporting information systems and communications technology. The student will develop the ability to write a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material. Dictation practice will be required for reinforcement of theory and for speed and accuracy development.

Course Relevance

All realtime reporting information systems professionals today use a computer-compatible steno machine and 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

Struss, M. (1995). *StarTran realtime theory*. Santa Barbara, CA: Santa Barbara Court Reporting Clinic

Learning Outcomes

The intention is for the student to be able to:

1. Write realtime translation theory on a computer-compatible steno machine.
2. Read realtime translation theory distinctly and with authority from steno notes or realtime screen, quickly locating portions read, and maintaining composure.

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 and the computer-assisted translation (CAT) system, the student will write realtime 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. Transcribing a five-minute dictation at 40 wpm with 95% accuracy to demonstrate proficiency of the new theory concepts.

Course Content

- I. Skills or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Read fluently from steno notes
 - B. Translate realtime dictation at 95 percent accuracy
 - C. Transcribe realtime dictation of arbitraries at 95 percent accuracy

Learning Units

- I. Introduction to careers in realtime reporting systems and communications technology
 - A. Official
 - B. Freelance
 - C. Captioning
 - D. Computer-Assisted Realtime Translation (CART)
- II. Realtime translation theory
 - A. Theory concepts
 - B. Words that use the theory
 - C. Arbitraries (shortened forms)
 - D. Plated material (written shorthand)
 - E. Contextual material to be written in shorthand
- III. Machine maintenance
 - A. Oiling
 - B. Adjusting key sensitivity

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.