

COURSE OUTLINE **Realtime Reporting - Theory II**

Course Description

RR 102. Realtime Reporting -Theory II. 6 hours credit. Prerequisite: RR 101 with a B or better. This course will enable the student to use a computer-compatible steno machine and computer-assisted translation (CAT) software. The student will gain an understanding of realtime reporting information systems and communications technology. The student will continue the development of writing a conflict-free realtime translation theory on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop a reading and writing skills on literary, jury charge, and testimony 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. Refine writing realtime translation theory.
2. Refine reading 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 60 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. Transcribe realtime dictation of arbitraries/phrases/1000 most-used words at 95 percent accuracy

Learning Units

- I. Introduction of new theory concepts
 - A. Suffixes
 - B. Prefixes
 - C. Plurals
 - D. Numbers
- II. Words that use the theory
 - A. Compound words
 - B. Conflicting word distinction
- III. Arbitraries (shortened forms)
 - A. Briefs
 - B. Phrases
- IV. Introduction to CAT software
 - A. Cabling to accomplish realtime
 - B. Setting up for realtime
 - C. Basic editing—inserting, deleting, changing words

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.