Butler Community College
Advanced Technology Center Division

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COURSE OUTLINE
Realtime Reporting Lab 200/225

Course Description
RR 203. Realtime Reporting Lab 200/225. 5 hours credit. Prerequisite: RR 202 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory for writing on a computer-compatible steno machine, utilizing proper punctuation and grammar. The student will develop reading and writing skills on jury charge and multi-voice testimony material at 200 and 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop a thorough understanding of the ethical considerations of realtime reporting.

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.

High-speed internet access, steno paper, steno ribbons, 128 MB flash drive, red felt tip pen, dictionary, and steno machine

Supplemental materials
Laptop – Recommended. (See Instructor/Coordinator for specification sheet for laptop.)

Learning Outcomes
The intention is for the student to be able to:
1. Refine reading realtime translation theory distinctly and with authority from steno notes or from realtime screen, quickly locating portions read, and maintaining composure.
2. Refine writing realtime translation theory.
3. Transcribe a minimum of three 5-minute, 2-voice testimony tests with a minimum of 95% accuracy dictated at a minimum speed of 225 wpm.
4. Transcribe a minimum of three 5-minute, jury charge tests with a minimum of 95% accuracy dictated at a minimum speed of 200 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 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 simulated state or national certification skills test at 200 wpm for jury charge and 225 wpm for two-voice testimony within the allotted National Court Reporters Association (NCRA) test transcription guidelines, and completing a state qualifying exam or a national Registered Professional Reporter (RPR) written knowledge exam.

Course Content

I. Skills and Competencies – Actions that are essential to achieve the course outcomes:
    A. Read fluently from steno notes
    B. Transcribe jury charge material for five minutes at 200 wpm with 95 percent accuracy
    C. Transcribe testimony material for five minutes at 225 wpm with 95 percent accuracy

Learning Units

I. Review and develop context
    A. Review of arbitraries
    B. Most-used words
    C. Phrases
    D. Numbers
    E. Context

II. Contextual material to be written in steno from live, online, and/or electronic dictation
    A. Testimony
    B. Jury charge
    C. Literary
    D. Multi-voice
    E. Technical
    F. Medical
    G. 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.