

## **COURSE OUTLINE**

### **Realtime Reporting/Speedbuilding Lab**

#### **Course Description**

RR 204. Realtime Reporting/Speedbuilding Lab. 3 hours credit. Prerequisites: RR 102 or VR 101 with a B or better or concurrent enrollment. This course will enable the student to increase his/her speed by at least 20 wpm and maintain accuracy by applying disciplined practice on a steno machine or voice equipment through online dictation. The student will establish learning objectives predicated on baseline skills. Completion of this course is measured by an increase in speed as well as a consistent accuracy level of 95%.

#### **Course Relevance**

In order for students to sit for the Registered Professional Reporter (RPR) or Certified Verbatim Reporter (CVR) and/or Certified Court Reporter (CCR) examination, their speed has to be at or above 225 wpm with an accuracy level of 95%. This course will enable the student to achieve the speed and accuracy standard required by the CCR exam or to meet the prerequisite speed and accuracy standard to enroll in the next level of the realtime reporting classes. Both freelance reporters and those employed in the courts may be certified by passing this examination. People who are not certified may offer reporting services; however, the state court system generally requires its shorthand reporters to be certified.

#### **Required Materials**

High-speed Internet access, steno paper, steno ribbons, 128 MB flash drive, red felt tip pen, dictionary, and steno machine or voice equipment

#### **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. Increase speed by at least 20 wpm.
2. Maintain a 95% accuracy level.
3. Identify error patterns and refine writing.

#### **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 equipment 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. Completing a summative transcribing skills test at a rate of 20 wpm or more greater than beginning speed while maintaining at least 95% accuracy.

### **Course Content**

- I. Skills and Competencies – Actions that are essential to achieve the course outcomes:
  - A. Utilize proper technique
  - B. Increase speed by at least 20 wpm and maintain accuracy level

### **Learning Units**

- I. Improve accuracy in writing
  - A. Identify error patterns
  - B. Solve error patterns
- II. Increase speed in writing
  - A. Sustained dictation
  - B. Speed Push dictation

### **Learning Activities**

Learning activities will be assigned to assist the student's ability to use the appropriate techniques to improve speed and accuracy on a steno machine or voice equipment through lectures, instructor-led class discussion, guest speakers, group activities, drills/skills practice, and others at the discretion of the instructor.

### **Grade Determination**

The student will be graded on the diagnostic evaluation of speed and accuracy at the beginning of the course versus the student's improvement level at the end of the course. The student will also be graded on the number of practice hours logged. 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.