

COURSE OUTLINE **Realtime Reporting Technology**

Course Description

RR 205. Realtime Reporting Technology. 1 hour credit. Prerequisite: RR 102 or VR 101 with a B or better. This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts.

Course Relevance

All realtime reporting information systems professionals today use computer-aided transcription in delivering their product—a record of the spoken word. The use of CAT software will allow the student to become proficient in operating a realtime translation system.

Required Materials

Dittmeier, K., (2009). *Learn to Use CaseCATalyst, Version 10*. Chillicothe, IL: Steno Solutions.

Learning Outcomes

The intention is for the student to be able to:

1. Learn and understand CAT terminology.
2. Demonstrate proficiency in operating a realtime translation system and use system support.
3. Demonstrate knowledge of and application of computer functions in producing a realtime translation transcript.

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 computer-assisted translation (CAT) software, the student will be able to transcribe 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. Producing a complete and accurate transcript of at least 10 pages on a CAT system from the student's steno notes, including:
 - A. Title Page
 - B. Index

- C. Jury Charge/Opening and/or Closing Arguments if applicable
 - D. Direct and Cross-Examination
 - E. Parentheticals
 - F. Colloquy
 - G. Certification page
 - H. Other entries as may appear in a given case, i.e., signature page.
2. Producing a 5-page, first-pass transcript with a goal of 95% translation rate using a realtime translation system

Course Content

- I. Skills and Competencies – Actions that are essential to achieve the course outcomes:
- A. Reading, translating, editing, and printing a file
 - B. Utilizing parentheticals and templates in the format of a transcript
 - C. Creating and loading job dictionaries
 - D. Editing dictionary entries
 - E. Adding dictionary entries
 - F. Archiving dictionary files

Learning Units

- I. Windows basics
- A. Terminology
 - B. Commands
 - C. Self-test
 - D. Cursor movement and function
 - E. Mouse
 - F. Keyboard conventions and commands
 - G. Resizing windows
- II. Setup user and lesson files
- A. Create and select a user name
 - B. Create a new file
 - C. Change to icon view
 - D. Restore lesson files
- III. CaseCatalyst organizational overview
- A. Title, menu, function, tool, and status bars
 - B. Function descriptions
 - C. Job and case icons
 - D. Case folders
- IV. Basic steps for transcript production
- A. Open/Close a file
 - B. Read notes into a file
 - C. Translate a file
 - D. Edit a file

- E. Save a file
- F. Print a file
- G. Update dictionary

- V. Additional edit functions
 - A. Format symbols
 - B. Punctuation commands
 - C. Use include files

- VI. Assembling
 - A. Basic steps
 - B. Edit shortcut keys

- VII. Manage jobs
 - A. Understand case and job organization
 - B. Manage job tools

- VIII. Read options & manage notes
 - A. Read a note file into a job file
 - B. Read multiple files into a job file
 - C. Open and close notes
 - D. Move and mark notes
 - E. Define notes
 - F. Copy and paste notes

- IX. Manage dictionary
 - A. Types of dictionaries
 - B. Dictionary priorities
 - C. Open, view, and close the personal dictionary
 - D. Open, view, and close a job dictionary
 - E. Edit dictionary features
 - F. Dictionary tools
 - G. Create job dictionaries
 - H. Combine dictionaries
 - I. Dictionary maintenance
 - J. Use format symbols in dictionary entries

- X. Translate options
 - A. Input tab
 - B. Realtime tab

- XI. Customizing views and bars
 - A. Select tool bars
 - B. Customize functions
 - C. Window tabs
 - D. Auto-hide button

- XII. Page layouts
 - A. Open, modify, and close a page layout
 - B. Page setup options
 - C. Paragraph setup options
 - D. Headers and footers
 - E. Print the sample page and/or layout values
 - F. Save the layout

- XIII. Using page layouts
 - A. Select a layout during translation
 - B. Change a layout while editing
 - C. Change a header while editing
 - D. Shut off/Turn on page and line numbers
 - E. Change page numbering
 - F. View a page layout on a particular job

- XIV. Creating and using include files
 - A. Name include files
 - B. Typical include files
 - C. Start an include file
 - D. Insert conflicts and variables
 - E. Use include files
 - F. Regional variances in include files

- XV. Additional file functions
 - A. Import/Export a file
 - B. Create ASCII
 - C. Concordance index
 - D. Compress print

- XVI. Realtime basics
 - A. Start/End realtime
 - B. Trouble-shooting the realtime connection
 - C. Realtime writer commands
 - D. Realtime commands dictionary
 - E. Phonetic Mode
 - F. Power define
 - G. Edit while in realtime
 - H. View words per minute while in realtime

- XVII. Punctuation and proofreading
 - A. Review punctuation rules
 - B. Proofread and punctuate transcripts

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. 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.