

COURSE OUTLINE

Realtime Reporting Multi-Voice Dictation

Course Description

RR 206. Realtime Reporting Multi-Voice Dictation. 3 hours credit. Prerequisite: RR 202 or VR 101 with a B or better. This course will enable the student to continue the development of conflict-free realtime translation theory, utilizing proper punctuation and grammar. The student will develop reading and writing skills on multi-voice material at 180 wpm and greater with emphasis on high realtime translation accuracy and speed 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

High-speed internet access, 128MB flash drive, red felt tip pen, personal dictionary, steno machine or voice recognition equipment with CaseCatalyst CAT software.

Laptop – Recommended. (See instructor/coordinator for laptop specification sheet.)

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, multi-voice tests with a minimum of 95% accuracy dictated at a minimum speed of 180 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 or voice writing 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. Transcribing a simulated multi-voice testimony skills test at 180 wpm 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 or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Read fluently from steno notes
 - B. Transcribe multi-voice material for five minutes at a minimum of 180 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. Multi-voice testimony
 - B. Mock trials

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.