

COURSE OUTLINE **Realtime Reporting – RPR Exam Prep**

Course Description

RR 210. Realtime Reporting - RPR Exam Prep. 3 hours credit. Prerequisite: RR 202 with a B or better or taken concurrently with VR 102. 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 writing skills on literary material at 180 wpm, jury charge material at 200 wpm, and testimony material at 225 wpm with emphasis on high realtime translation accuracy and speed development. The student will also develop written knowledge skills in court reporting, transcript production, operating practices, professional issues, and continuing education necessary to sit for the Kansas CCR (Certified Court Reporter) and National Court Reporters Association RPR (Registered Professional Reporter) exams.

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, 128 MB flash drive, red felt tip pen, personal dictionary, and steno machine 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. Transcribe a 5-minute, 2-voice testimony test with a minimum of 95% accuracy dictated at a minimum speed of 225 wpm.
2. Transcribe a 5-minute, jury charge test with a minimum of 95% accuracy dictated at a minimum speed of 200 wpm.
3. Transcribe a 5-minute, literary test with a minimum of 95% accuracy dictated at a minimum speed of 180 wpm.
4. Pass Written Knowledge Exams with 70% accuracy.

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 state or national certification skills test at 180 wpm for literary, 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 or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Transcribe literary material for five minutes at 180 wpm with 95 percent accuracy
 - 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
 - D. Pass Written Knowledge Test with 70% accuracy

Learning Units

- I. Contextual material to be written in steno from live, online, and/or electronic dictation
 - A. Testimony
 - B. Jury charge
 - C. Literary
- II. Written knowledge exam
 - A. Court reporting
 - B. Transcript production
 - C. Operating practices
 - D. Professional issues
 - E. Continuing education

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.