

COURSE OUTLINE **Realtime Reporting-Dictionary Building I**

Course Description

RR 241. Realtime Reporting–Dictionary Building I. 3 hours credit. Prerequisite: RR 102 with a B or better. This course will enable the student to add 15,377 words to his/her Computer-Aided Transcription (CAT) dictionary in the following categories: legal terms, names, and gear up (prefixes, suffixes, homophones, homonyms, and hyphenated words). The student's ability to write a conflict-free stenographic theory on a computer-compatible steno machine will be enhanced.

Course Relevance

All realtime reporting information systems professionals today use a computer-compatible steno machine and computer-aided transcription in delivering his/her product—a record of the spoken word. Expanding the student's CAT dictionary will allow the student to become proficient in stenographic writing and decrease the editing time per transcript.

Required Materials

Steno machine, realtime cable, steno paper, steno ribbons, 128 MB flash drive, and CAT software and CAT dictionary.

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. Expand CAT dictionary by 15,377 words.
2. Write and transcribe selected new terms with 95% accuracy or above.

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, the student will expand his/her CAT dictionary by writing and entering words to a dictionary conversion program and then transferring the final product to his/her CAT dictionary.

Major Summative Assessment Task(s)

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Transcribing a dictation of new terms with 95% accuracy or above.

Course Content

- I. Skills or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Listening
 - B. Writing

Learning Units

- I. Writing dictionary building terms
 - A. Legal terms – 2,800 words
 - B. Names – 5,000 words
 - C. Gear up – 7,577 words
- II. Transferring terms to CAT dictionary
 - A. Legal terms – 2,800 words
 - B. Names – 5,000 words
 - C. Gear up – 7,577 words

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 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.