

COURSE OUTLINE

Voice Reporting CVR Exam Prep

Course Description

VR 204. Voice Reporting CVR Exam Prep. 6 hours credit. Prerequisite: VR 203 with a B or better. This course will enable the student to continue the development of realtime voice recognition computer-aided transcription (CAT), utilizing proper punctuation and grammar. The student will develop reading and writing skills on literary material at 200 wpm, jury charge material at 225 wpm, and two-voice testimony material at 250 wpm with emphasis on high realtime translation accuracy and speed development.

Course Relevance

All realtime reporting information systems professionals today use 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

Laptop (See Instructor/Coordinator for specification sheet)

Voice recognition engine (IBM ViaVoice or Dragon Naturally Speaking)

Silencer Mask (SmartMic)

USB soundcard (Andrea adapter)

CaseCatalyst voice software

Learning Outcomes

The intention is for the student to be able to:

1. Refine reading realtime voice translation distinctly and with authority from realtime screen, quickly locating portions read, and maintaining composure
2. Refine realtime voice recognition translation
3. Transcribe a minimum of three 5-minute, 2-voice testimony tests with a minimum of 95% accuracy dictated at a minimum speed of 250 wpm
4. Transcribe a minimum of three 5-minute, jury charge tests with a minimum of 95% accuracy dictated at a minimum speed of 225 wpm
5. Transcribe a minimum of three 5-minute, literary tests with a minimum of 95% accuracy dictated at a minimum speed of 200 wpm

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

Technology Skills

1. Discipline-Specific Technology
 - Through the use of voice recognition (CAT), the student will write realtime with a minimum of error.

Major Summative Assessment Task(s)

These learning outcomes and the Learning PACT skills will be demonstrated by:

1. Transcribing a simulated state or national certification skills test at 200 wpm for literary material, 225 wpm for jury charge and 250 wpm for two-voice testimony within the allotted National Verbatim Reporters Association (NVRA) test transcription guidelines, and complete a state qualifying exam or a Certified Verbatim Reporter (CVR) written knowledge exam.

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Recording verbatim the spoken word
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. The requirement of voice writing realtime with a minimum of error (95 percent accuracy) on all material
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Voice realtime translation
 - B. CAT
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Read fluently from realtime screen
 - B. Transcribe jury charge material for five minutes at 225 wpm with 95 percent accuracy
 - C. Transcribe testimony material for five minutes at 250 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 voice written from live, online, and/or electronic dictation
 - A. Testimony
 - B. Jury charge
 - C. Literary
 - D. Multi-voice
 - E. Technical
 - F. Medical
 - G. Current events

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.