

COURSE OUTLINE

Realtime Reporting Lab 160/180

Course Description

RR 202. Realtime Reporting Lab 160/180. 6 hours credit. Prerequisite: RR 201 with a B or better. 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 reading and writing skills on literary, jury charge, and multi-voice testimony material at 160 and 180 wpm 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

Struss, M., (1995). *StarTran realtime theory*. Santa Barbara, CA: Santa Barbara Court Reporting Clinic.

High-speed internet access, steno paper, steno ribbons, 128 MB flash drive, red felt tip pen, dictionary, and steno machine

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. 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, 2-voice testimony tests with a minimum of 95% accuracy dictated at a minimum speed of 180 wpm
4. Transcribe a minimum of three 5-minute, jury charge tests with a minimum of 95% accuracy dictated at a minimum speed of 180 wpm
5. Transcribe a minimum of three 5-minute, literary tests with a minimum of 95% accuracy dictated at a minimum speed of 180 wpm

Primary 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 primary PACT skill areas:

1. Field-Related Technology
 - Through the use of the steno writer and the computer-assisted translation (CAT) system, the student will write realtime with a minimum of error.

Secondary skills (developed but not documented):

Listening
Writing
Time Management
Ethical Conduct
Critical Thinking
Computer Literacy

Major Summative Assessment Task(s)

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

1. Transcribing a simulated state or national certification skills test at 180 wpm within the allotted NCRA (National Court Reporters Association) test transcription guidelines, and complete a state qualifying exam or a national Registered Professional Reporter (RPR) 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 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. Realtime translation theory
 - B. CAT
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Read fluently from steno notes
 - B. Transcribe literary material for five minutes at 180 wpm with 95 percent accuracy
 - C. Transcribe jury charge material for five minutes at 180 wpm with 95 percent accuracy
 - D. Transcribe testimony material for five minutes at 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. Testimony
 - B. Jury charge
 - C. Literary
 - D. Multi-voice
 - E. Technical
 - F. Medical
 - G. Current events

Learning Activities

Independent and collaborative learning activities will be assigned to assist the student in achieving the intended learning outcomes. Learning activities will assist the student in practices that will be useful in the comprehension and critical analysis of class assignments. The learning activities will also emphasize the importance of good writing skills. Examples of learning activities that will contribute to the learning process include instructor lectures, class discussions, in-class dictation, demonstration, hands-on activities, audio-visual aids, guest speakers, daily exercises, handouts, study guides, field trips, individual conferences with the instructor, homework, lab, and regular attendance.

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.