

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**FALL/2005**

**Course number & Name:** CR218 Realtime Applications

**Credit hours:** 4 quarter hours

**Method of Delivery:** On Campus

**Course Description:** Upon successful completion of this course, the student will have built a conflict-free dictionary using computer-aided transcription. By using stenotype input, the student will develop the knowledge, skill, and ability to produce accurate simultaneous translation and display of live proceedings utilizing a computer-aided translation system. Emphasis will be placed on practical applications of this skill, such as stenocaptioning for the hearing-impaired, the role of the stenocaptioner in the educational field and related job opportunities. Students will participate in sensitivity training and preparation for working with the hearing-impaired community.

**Prerequisite:** CR121 Machine Shorthand V or demonstrated skill and CR206 Computer Transcription and Technology

**Text(s) & Manual(s):** NONE

**Author(s):**

**Publisher:**

**Materials needed for this course:** Stentura 400 SRT or better; realtime cables; steno paper; paper; pen

**Learning Objectives:** Upon completion of this course, the student will be able to:

1. build a dictionary of conflict-free outlines for realtime writing.
2. write realtime to build confidence and overcome fear of writing for public viewing.
3. demonstrate the ability to hook up equipment, manage files, use various dictionaries, etc.
4. define terms used in realtime and captioning.
5. write literary material at "realtime" speeds (generally 40 wpm below machine shorthand speed) with a goal of 96 percent translation rate.
6. demonstrate knowledge of English skills essential in transcribing machine shorthand notes:
  - a. to punctuate correctly
  - b. to spell correctly and apply correct word usage
  - c. to proofread materials carefully and correct errors following RPR grading standards.
7. demonstrate knowledge of real-time writing preparation in the classroom setting, broadcast setting, convention and seminar setting.
8. demonstrate knowledge of the psychology of writing realtime and a basic knowledge of the culture of the hearing-impaired.

**Midstate Grading scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Midstate Plagiarism Policy:**

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

**Assessment Portfolio Reminder:**

Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

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**Instructor Information:** Teresa Ozuna      Room: 228      E-mail: [tozuna@midstate.edu](mailto:tozuna@midstate.edu)  
Phone: Ext. 2281

**Participation Requirements:** Instruction in the following may include: lecture, videotape, or hands-on instruction to provide familiarity in:

1. Instruction in operating a realtime translation system.
2. Instruction in setting up and operating realtime related hardware.
3. Role of the realtime reporter in proceedings:
  - a. Speaker identification
  - b. Realtime transcript, composition, and formatting.
4. Utilizing all available resource material to prepare for writing realtime.
5. Psychology of writing realtime.
6. Realtime reporting in the Computer-Integrated Courtroom (CIC) environment:
  - a. Available realtime and litigation support technology.
  - b. Procedures to train attorneys, paralegals, court personnel, etc.
  - c. System management.
  - d. Case management (what, where, and why).
  - e. Indexing/conversion software programs.
  - f. Optical scanning of documents, exhibits, building a litigation database.
  - g. Interacting with court computer systems.
  - h. Lexis, Westlaw, etc.
  - i. Case tracking.
  - j. Word processing.
  - k. File storage-archival/retrieval computer systems.
  - l. Coordinating activities with court administrators on CIC matters.
  - m. Telecommunications. (Telephonic, Video Conferencing)
  - n. Public relations.
  - o. Distribution of transcripts, ASCII diskettes, etc.
7. Realtime reporting in the Deposition Environment:
  - a. Available hardware and software technology.
  - b. Equipment setup.
  - c. Telecommunications.
  - d. Participants' needs.
  - e. Litigation support.
  - f. Public relations.
8. Realtime Reporting in the Captioning/CART Environment:
  - a. Available hardware and software.
  - b. Equipment setup.
  - c. Participants' needs.
  - d. Public relations.
  - e. Interacting with faculty, students, and support staff.
  - f. Sign language/deaf culture.
  - g. Ancillary (audio, video, etc.) personnel.

9. Realtime reporting in the Broadcast Environment:
  - a. Ancillary (engineers) personnel.
  - b. Coordinating support staff.
  - c. Available hardware and software technology.
  - d. Newsroom systems/interfaces.
  - e. Public relations.
  - f. Prenews/program preparation.
  - g. Quality control.
  - h. Off-line/postproduction.
  - i. Broadcast industry.
  - j. Broadcast production format and materials.
  - k. Current events.
  - l. Broadcast/news production equipment.
  - m. Audience.
10. Live practice dictation ranging at realtime speeds (generally 40 wpm below machine shorthand speed).
11. Dictionary and job dictionary creation and maintenance.
12. Research methods necessary to write realtime.
13. Where possible, student will participate in actual real-time writing situations that would include the classroom, seminars, conferences, conventions, broadcast environment, courtroom and freelance proceedings.

**Policies and Procedures:**

Late work will not be accepted without a valid doctor's excuse or at the discretion of the instructor.

**Methods of evaluating student performance:**

1. Attendance: 10 percent of final grade. Students must be present in a skills class to progress. Therefore, a weekly attendance grade will be recorded.
2. Written Knowledge Tests: 20 percent of final grade. Two written knowledge tests will be given.
3. Mock real-time tests: 20 percent of final grade. Six tests will be dictated at "realtime" speeds. At the completion of the test, the student will edit the file, analyze writing errors, perform such dictionary maintenance and modification as may be needed. The goal for each of these tests is a 96 percent first-pass translation rate.
4. Realtime dictation quizzes: 30 percent of final grade. These quizzes will be dictated each week and will consist of ten sentences that encompass word boundary problems and homonyms.
5. Realtime session: 20 percent of final grade. The student will demonstrate equipment setup, actual writing, tear down of equipment, and the various other functions associated with a real-time demonstration.

**Examination Information:**

See Methods of evaluating student performance (above)

<b>Instructor's Grading Scale:</b>	Attendance	10%
	Written Knowledge Tests (Two)	20%
	Mock RT Writing Tests	20%
	Realtime Dictation Quizzes	30%
	Realtime Session Demo	20%

revised 8/05

**CR218 REALTIME APPLICATIONS  
COURSE OUTLINE  
FALL/2005**

**STUDENTS: All realtime dictation quizzes will be due after they are dictated. ASSIGNMENTS FOR EACH GIVEN WEEK WILL NOT BE ACCEPTED AFTER FRIDAY OF THAT WEEK WITHOUT A DOCTOR'S OR APPROVED EXCUSE.**

**Also, be sure and record your translation rates for each of the six mock realtime tests at the top of page 1 in order to chart your improvement throughout the quarter.**

<b>WEEK</b>	<b>ASSIGNMENTS</b>
1 August 23 & 25	Case Catalyst review: Adding a new user; word processing principles (spell check, save, save as, cut, copy, paste, backup, restore, etc.) terminology, basic process, cursor movement, select conflicts, marking and resolving untranslates, how to mark, vertical notes, update area, dictionary management (job dictionaries), page layouts, inserting conflicts & variables, page numbering, include files, start realtime, end realtime, dumping, ASCII, help menu: How do I _____? What is _____?; Accelerator Series; Realtime Reporting PowerPoint; PBS RR Special; and NCRA Realtime Short; Bloopers; various related brochures.
2 Aug. 30 & Sept. 1	Uses for and preparation for realtime: freelance and official settings, medical transcription, conventions and seminars, CART, broadcast captioning (compare and contrast including speaker IDs); Deaf culture; conflict, homophone, and word boundary resolutions; realtime psychology; realtime dictation quiz 1; reference/research library lecture; CART PowerPoint
3 September 6 & 8	Punctuation; finger spelling, alphabets; Mock realtime test 1; realtime dictation quiz 2. Accelerator Series assignment – finger spelling/punctuation; drill; Job Analyses: RPR; CRR; CBC; and CCP. <b>The College will be closed 9/5 for Labor Day.</b>
4 September 13 & 15	Numbers; Morson's review; mock realtime test 2; realtime dictation quiz 3. Drill; Accelerator Series assignment – numbers.

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| 5  | September 20 & 22 | Setup and tear down for realtime; setting up for realtime with multiple attorneys (CaseViewII); Mock realtime test 3; realtime dictation quiz 4; study preparation for Written Knowledge Test 1 (conflicts, homophones, word boundaries, punctuation, fingerspelling, alphabets, numbers, and realtime, CART, and broadcast captioning terminology) <i>Realtime Power Drill Tapes</i><br>Assignment – Conflicts |
| 6  | September 27 & 29 | Pages (Students will verify creation of transcription pages: title, appearance, index, stipulations, witness setup, and reporter’s certificate.) Lecture on Realtime Reporting in the Computer-Integrated Courtroom (CIC) environment; Realtime dictation quiz 5; Written Knowledge Test 1  |
| 7  | October 4 & 6     | Dictionary management (Job dictionaries: judicial reporting, CART, and broadcast captioning (demo); Mock realtime test 4; realtime dictation quiz 6; creation of various dictionaries.  |
| 8  | October 11 & 13   | Research Methods – Lexis, Westlaw (library) Mock realtime test 5; Realtime Accuracy Evaluation Form (RAEF) assignment; realtime dictation quiz 7  |
| 9  | October 18 & 20   | Realtime dictation quiz 8. Realtime session 1, student demonstrations   |
| 10 | October 25 & 27   | Litigation Support; Realtime dictation quiz 9.  |
| 11 | November 1 & 3    | Mock realtime test 6; Study preparation for final   |
| 12 | November 8        | <b>FINAL – Written Knowledge Test 2</b><br><b><u>IMPORTANT: Backup your dictionaries and pages to take with you!!</u></b>   |