

MIDSTATE COLLEGE
411 W. NORTHMOOR ROAD, PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Spring 2018

COURSE: RR206 Computer Transcription and Technology

METHOD OF DELIVERY: eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR206 Computer Transcription and Technology – 4 hours

The student will learn the process of creating a complete and accurate transcript. The student will learn how to create and set up his/her own user area on the hard disk; read steno notes from a disk; translate steno notes; edit the transcript; create/modify dictionary entries; create and attach the title, index, appearance, and certificate pages; spell check the transcript; print the transcript; create ASCII files and a keyword index; and write realtime. Information on other related software packages will be introduced.

PREREQUISITE: CIS114, CIS115, RR260 or approval of the Program Coordinator

TEXT: *Learn to Use CATalyst, Versions 18 and 19*

Author: Kathryn Dittmeier

Publisher: Chicory Meadow, LLC

MATERIALS NEEDED FOR THIS COURSE:

- Laptop computer (PC preferred)
- Realtime-capable writer
- Realtime cable
- CATalyst software
- USB drive
- Pen

TOPICS

Read, translate, edit, format, print, compressed print, dictionary management, editing shortcuts, setting options, StenoKeys.

COURSE LEARNING OBJECTIVES

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

1. Produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system (Case CATalyst) from the student's own stenographic notes, including: title page, index, jury charge/opening and/or closing statements if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.

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2. Produce a five-page, first-pass transcript with a goal of 95% translation rate using a realtime system.
3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.
7. Explain the role litigation support plays in the judicial process.
8. Produce an ASCII disk

MIDSTATE GRADING SCALE

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

MIDSTATE PLAGIARISM POLICY

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

STUDENT SUCCESS

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

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TEACHER INFORMATION Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Mondays 2:30-4:00 or by appointment
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Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
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POLICIES AND PROCEDURES

Participation:

Attendance is determined by gradable work submitted for each week. Transcript projects require dictation, so they will be delivered via online recording. Though there are no residency requirements, students may schedule time with the instructor for assistance.

Assignments:

Late work will not be accepted for any reason unless previously arranged with the instructor or if the student has a valid doctor's excuse. All weekly work must be turned in no later than Monday morning at 8:00 a.m. of the following week. If the instructor agrees to accept late work, the grade will be lowered by one full grade level for each week late. "A" work is on time.

1. This course shall include hands-on instruction in:
 - a. Computer-Aided Transcription
 1. Instruction in operating a computer-aided transcription system.
 2. Instruction in the basic care and maintenance of the electronic writer including key adjustments, stroke depth, and realtime related hardware.
 3. Instruction in system support (customer service, software support, etc.)
 4. Understanding of computer-aided transcription terminology.
 5. Application of computer functions:
 - a. Producing a transcript: reading, translating, editing, printing, using parentheticals and template files.
 - b. Dictionary management to include creating job dictionaries, loading job dictionaries in proper sequence, editing of dictionary entries, adding new entries, and archival of dictionary files.
2. Instruction in the following may include: lecture, videotape, or hands-on instruction to provide familiarity in:
 - a. Computer Operating Systems/Computer Literacy
 1. Surveys of different computer operating systems.
 2. Windows based operating systems.
 3. Creating files in various formats, such as ASCII or RTF, and transferring to other media, e.g. CD, disk, jump drive, zip drive, or other state-of-the-art media format.
 4. Computer terminology.
 5. Internet applications

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CLASS ATTENDANCE

eLearning: to be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work. Assignments for the week are due **on or before 8 a.m. the following Monday.**

EXAMINATION INFORMATION

This class does not have a midterm. A final examination will be given.

10-page Transcript 20% of final grade – The final will include realtime writing or “dumping” the material from hard copy or dictation, at the discretion of the instructor. The student will record their first-pass translation rate with a goal of 95%. Under no circumstances will a translation rate lower than 92% be accepted. Students will be required to repeat the final lessons until a 95% translation rate has been achieved. All dictionary work, if any, should be done, editing should be complete, and appropriate pages from previous lessons should be included in the appropriate places.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

Students will be required to evidence the completion of the assigned lessons and the attainment of the course objectives through the submission of the completed assignments. The assignments that must be submitted will show the successful or unsuccessful manipulation of the various documents or assignments. The final evaluation assignments will be comprehensive, encompassing all course objectives and course content.

TEACHER'S GRADING SCALE

Discussion/Participation	10%
Assignments	20%
5-page Transcript	20%
Include Files	10%
Quizzes	20%
Final 10-page Transcript	20%

Discussion – 10% of final grade – Discussion assignments will be given each week. Because the course is very technical in nature, discussion assignments will be things such as introductions, checking in, weekly summary type requirements, thoughts and feelings about assignments and projects, etc. Students will be required to submit Post 1, which must be two well-developed paragraphs. Paragraphs consist of a minimum of three well-developed sentences each. The second post must be in response to a classmate’s post to foster discussion.

Assignments – 20% of final grade – The assignments are included in the text and may involve the manipulation of student files provided as discussed in Lesson 1.

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5-Page Transcript – 20% of final grade – Students will submit final drafts of all hands-on assignments as instructed. Any transcripts are to be considered “complete and accurate” and, therefore, wrong word usage and misspelled words or other gross errors will lower the letter grade one full letter for each “gross” error. Also included in the performance grade will be the production of transcripts. Otherwise, transcripts will be graded like transcriptions: 1 to 2 errors per page = A; 3 to 4 errors per page = B; 5 to 6 errors per page = C; 7 to 8 errors per page =D; over 8 errors per page = F. Students must achieve a minimum grade of “C” on projects. Students who do not achieve the minimum grade of “C” must meet with the instructor to go over all errors, errors must be fixed, and the project must be reprinted and signed and bound, if applicable.

Include Files – 10% of final grade – Students will create Deposition (D Pages), Official State (O State), Official Federal (O Fed) and Certification (CERT) pages.

Quizzes-- 20% of final grade – Students will be quizzed over information given in Unit Lessons. All quizzes will be open book.

Final – 10-page Transcript 20% of final grade – The final will include realtime writing or “dumping” the material from hard copy or dictation, at the discretion of the instructor. The student will record their first-pass translation rate with a goal of 95%. Under no circumstances will a translation rate lower than 92% be accepted. Students will be required to repeat the final lessons until a 95% translation rate has been achieved. All dictionary work, if any, should be done, editing should be complete, and appropriate pages from previous lessons should be included in the appropriate places.

****Integrated Video Training (IVT) is an integral part of this course. It is available through CaseCATalyst Help. See Week 1 Lecture for details. It is imperative that the IVT assignments are completed. IVT questions and pop quizzes may be given throughout the quarter and counted toward the assignments portion of the grade to ensure the completion of the IVT.***

*This syllabus is subject to change at the discretion of the instructor.

COURSE OUTLINE

*All assignments that are to be turned in as assigned in course outline should follow the “your last name” Name of Assignment naming conventions, i.e., Ditmeier Exercise 1. Please follow this naming convention for the quarter.

WEEK 1

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Go over syllabus
- Read Introduction
- **Update your CATalyst software**
- Lesson 1 Setup User and Lesson Files
- Lesson 2 Windows Basics
- ***Complete Case CATalyst IVT (Integrated Video Training) Intro (see lecture for details)***
- Lesson 2 Quiz
- Post to Discussion Forum

WEEK 2

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 3 Case CATalyst Organizational Overview
- Lesson 3 Quiz
- Lesson 4 Basic Steps for Transcript Production
(NOTE: Page 32: If you have trouble with reading notes, Click “Stentura” and then “Browse.”)
- Lesson 4 Quiz
- Complete all steps, including edit, backup, and submit Exercises 1 and 2 to the corresponding drop boxes
- ***Complete Case CATalyst IVT (Integrated Video Training) Essential Skills 1-Read Notes Lessons 1 – 3 and 2-Translate Lessons 1 – 3***
- Post to Discussion Forum

WEEK 3

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 5 More Edit Features
- Lesson 5 Quiz
- Complete all steps, including edit, backup, and submit Exercises 3 and 4 to the corresponding drop boxes
- Lesson 6 Putting It All Together
- Complete all steps, including edit, backup, and submit Exercises 5 to the corresponding drop box
- **Complete Case CATalyst IVT (Integrated Video Training) 3-Edit Lessons 1 – 15**
- Post to Discussion Forum

WEEK 4

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 7 All About Manage Jobs
- **Complete Case CATalyst IVT (Integrated Video Training) 6-Manage Jobs Lessons 1 – 3**
- Lesson 7 Quiz
- Complete and submit all required Lesson 7 files (January 2009 Jobs, Today's Date, System Files Backup Today's Date, and Personal Dictionary Backup Today's Date) to the corresponding drop boxes
- Post to Discussion Forum

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WEEK 5

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 8 Read Options & Manage Notes
- Lesson 8 Quiz
- Complete and submit all required Lesson 8 files (Exercise 6 and Today's Date)
- Lesson 9 Manage Dictionary
- ***Complete Case CATalyst IVT (Integrated Video Training) 5-Manage Dictionary Lessons 1 – 3***
- Lesson 9 Quiz
- Complete Practice Exercises (in your own Personal Dictionary)
- Lesson 10 Translate Options
- Post to Discussion Forum

WEEK 6

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 11 Customizing Views and Bars
- Lesson 12 Page Layouts
- ***Complete Case CATalyst IVT (Integrated Video Training) 8-Layout Lessons 1 – 4***
- Lesson 12 Quiz
- Lesson 13 Using Page Layouts
- ***Complete Case CATalyst IVT (Integrated Video Training) 7-Include Files Lessons 1 – 5***
- Lesson 13 Quiz
- Lesson 14 Creating and Using Include Files
- Lesson 14 Quiz
- Complete and submit Lesson 14 File (Lesson 14 Includes)
- Post to Discussion Forum

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WEEK 7

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Class Project—Pages (See instructor and Week 7 Lecture for details)
- Lesson 15 Advanced Edit Commands
- ***Complete Case CATalyst IVT (Integrated Video Training) Productivity Booster – Edit: Attachment Points through Word Definitions***
- Lesson 15 Quiz
- Lesson 16 More Advanced Edit and Job Practice
- Complete and submit Lesson 16 File (Today's Date RB) (See instructor for details)
- Post to Discussion Forum

Week 8

Objectives:

3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.
7. Explain the role litigation support plays in the judicial process.
8. Produce an ASCII disk.

Assignments:

- Lesson 17 Edit Options, Skill Refinement
- Complete and submit Lesson 17 File (RB Part 2)
- Lesson 18 Indexing
- Complete and submit Lesson 18 Files (Index Template Sample and Indexing_Exercise_1)
- Lesson 19 Import, Export, Create ASCII, Concordance Index, Compress Print (*Mini Transcripts*)
- ***Complete Case CATalyst IVT (Integrated Video Training) Delivery Lessons 1 – 3***
- ***Complete Case CATalyst IVT (Integrated Video Training) Productivity Boosters – Delivery: Finish Em through Send Em Email***
- Submit corrected Pages
- Post to Discussion Forum

Week 9

Objectives:

2. Produce a five-page, first-pass transcript with a goal of 95% translation rate using a realtime system.
3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 20 Keyboard Maps, Macros, and Skill Refinement
- Lesson 21 Realtime Basics
- Complete Lesson 21 Practice Exercise
- ***Complete Case CATalyst IVT (Integrated Video Training) Productivity Boosters – Manage Jobs: Custom Reminder through Job Colors***
- Begin 5-page Transcript (See lecture for details)
- Post to Discussion Forum

Week 10

Objectives:

1. Produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system (Case CATalyst) from the student's own stenographic notes, including: title page, index, jury charge/opening and/or closing statements if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.
2. Produce a five-page, first-pass transcript with a goal of 95% translation rate using a realtime system.
3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

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Assignments:

- Complete Project 2
- **Dictation of Final Project (10-page Transcript)**
- Lesson 22 Brief It
- Lesson 23 Punctuation
- ***Complete Case CATalyst IVT (Integrated Video Training) Productivity Booster – Realtime: Automatic Time Reference through Suggest a Brief***
- Post to Discussion Forum

Week 11

Objectives:

1. Produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system (Case CATalyst) from the student's own stenographic notes, including: title page, index, jury charge/opening and/or closing statements if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.
3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- Lesson 24 EZ Speakers
- Lesson 25 StenoKeys
- ***Complete Case CATalyst IVT (Integrated Video Training) Product Activity – Writer: Archiving Raw Steno***
- **Final project due (10-page Transcript)**
- Post to Discussion Forum

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Week 12

Objectives:

1. Produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system (Case CATalyst) from the student's own stenographic notes, including: title page, index, jury charge/opening and/or closing statements if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.
3. Demonstrate knowledge and application of realtime translation technology through systematic testing and/or projects.
4. Demonstrate ability to operate a computer-aided transcription system.
5. Demonstrate understanding of computer-aided transcription terminology.
6. Demonstrate knowledge of computer operating systems and computer literacy.

Assignments:

- **Final project corrections, if applicable**
- **Post once to the Discussion Forum**

Timeline of Lesson plan is subject to change at the discretion of the instructor.