

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

**Winter 2018**

**Course:** RR340 Dictionary Development and Management

**Credit:** 4 Quarter Hours

**Method of Delivery:** eLearning (eL)

**Course Description:**

The student will learn techniques required to build and manage realtime dictionaries. Word lists that were developed in the Internet Research Techniques for Realtime Reporting course in specific subjects related to the broadcast captioning, CART, and/or judicial reporting industries, as specified in NCRA's CASE General Requirements and Minimum Standards Captioning and CART Standards Options, will be added to the appropriate realtime dictionaries. The student will become proficient in managing various dictionaries in order to best facilitate successful realtime writing in the realtime reporting fields.

**Prerequisite:**

RR 320 Internet Research Techniques for Realtime Reporting and RR 330 Realtime Applications for CART/Captioning or consent of Program Director

**Text(s) & Manual(s):** (Katie – please see me for books; Tammy we will be substituting lists for you.)

1. ADA, Civil Rights, Affirmative Action, Business and Convention Handbook
2. Politics, Elections, Government, Military, Criminal Handbook, The
3. Sciences, Weather and Geology Handbook, The

**Author(s):** (all) Monette Benoit and Emmett J. Donnelly

**Publisher:** 1 & 2: CRRB CATAPULT CDs & Books (1995); 3: CRRB Env WeR (1997)

**Materials needed for this course:**

Realtime capable steno machine with realtime cable, laptop or PC, Case CATalyst software, base dictionary.

**Topics:**

Dictionary development; dictionary management; types of appropriate dictionaries; techniques to facilitate successful realtime writing in captioning, CART, and judicial reporting; appropriate dictations to practice dictionary selection; related CAT (computer-aided transcription) functions; punctuation dictionaries for captioning and CART; and appropriate dictionary building sources.

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

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
4. confirm and/or create entries for all necessary steno outlines defined such as punctuation, caption conventions, formats, and alphabets as contained in Appendix #6 of *NCRA CASE's General Requirements and Minimum Standards*.
5. confirm and/or create entries for environmental sounds descriptors associated with live broadcast and CART environments.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Midstate Grading scale:**

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

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

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**Plagiarism:**

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 Turnitin 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 and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu);

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

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<b>Instructor:</b>	Kathryn Dittmeier, CRI	<b>Room:</b> 220 (office)
<b>Midstate email:</b>	kadittmeier@midstate.edu	<b>Office hour(s):</b>
<b>Office phone:</b>	309-692-4092 x 2200	Mon, Tue, Thur 9:00 – 10:00 a.m.
<b>Cell phone:</b>	309-634-9374 (preferred)	Mon, Wed 1:25 – 2:15 p.m.

**Participation Requirements:**

This course shall include instruction in:

1. (special emphasis) on dictionary development and maintenance of dictionary entries to include
  - a. all necessary steno outlines defined such as punctuation, caption conventions, formats, and alphabets as contained in Appendix #6 of NCRA CASE's *General Requirements and Minimum Standards*.
  - b. environmental sounds descriptors associated with live broadcast and CART environments.
2. 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.
3. (Broadcast Captioning) dictionary development to include understanding and maintenance of dictionary entries containing broad-based vocabulary content specific to the captioning environment. Vocabulary shall include but not be limited to the following general areas: sports; meteorology; geography; common proper names; government/politics; foods; arts; animals; criminology; entertainment; military installations; slang; current national names in the news; common female and male first names; literature; science; and religion.
4. (CART) developing and maintaining a broad-based vocabulary dictionary for the CART environments. Dictionary entries might include, but not be limited to: math, geography, science, political science, history, English literature, current events, medical, computer terminology and common proper names.
5. related dictionary building and management CAT (computer-aided transcription) functions.
6. captioning and CART sources for dictionaries terms.
7. specific theory updates and job dictionaries

**Policies and Procedures:**

**IMPORTANT:** The student must receive Phoenix Theory updates (see instructor) before reporting initial dictionaries counts. The student must complete and pass Quiz 1 and review all provided Week 1 materials prior to making Week 2 dictionaries entries and report entry plans to instructor before beginning weekly entries to ensure categories are entered into the correct dictionaries.

The student will be required to build main dictionary weekly.

The student will be required to create and enter terms to appropriate job dictionaries.

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The student will be required to add at least 50 new terms to dictionaries (main and/or job dictionaries) weekly and document progress through the submission of the Weekly Dictionary Form weeks 2 through 11 (10 weeks). \*In order to simplify creation of job dictionaries, the 50 weekly terms of student's choosing should be in one category.

\*If entries from word lists already exist, the student will be responsible to compensate by finding other terms from reputable sources or texts in order to add 50 new words to dictionaries each week in specified categories as assigned in course outline. Check updates and job dictionary handouts to ensure new terms.

The student will be required to submit all job dictionary text files and update area(s) weekly.

***\*Late assignments will not be accepted unless the student contacts the instructor within the week to notify of valid excuse and make arrangements for another meeting time or to submit assignments. Dictionaries will be checked weekly. If students miss their scheduled meeting times or do not submit gradable work, they will be marked absent for the week.***

**Methods of evaluating student performance:**

10% Discussion/Participation - Weekly Discussion/Participation - Students will be required to participate in Weekly Discussion as indicated in Policies and Procedures. Students are required to post twice to the discussion forum. Each post must consist of two well-developed paragraphs for full credit.

30% Dictionary Improvement – The student will be graded on dictionary improvement as follows:

- 500 + entries A
- 475 + entries B
- 450 + entries C
- 425 + entries D
- 400 - F

\*Includes job dictionaries entries; does NOT include main dictionary updates or provided job dictionaries.

Updates & Backups – The student will be required to confirm and demonstrate the addition of PT Updates and backups of all job and main dictionaries.

10% Weekly Dictionary Forms – The student must turn in Weekly Dictionary Forms Weeks 2 – 11, which tracks all weekly entries numbers for main dictionary additions and job dictionaries created. The student must turn in a copy of their Weekly Dictionary Forms to the instructor and keep the originals for personal records and tracking.

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**Examination Information:**

20% Midterm – The midterm will consist of sample terms from the Word List categories Weeks 2 – 5. The student must evidence Appendix 6 entries and define the steno outlines.

10% Quizzes – There will be three quizzes throughout the quarter involving such things as basic dictionary entry rules, CAT functions in regard to dictionary building and management, dictionary entry confirmation, and related dictionary building and management subject matter.

20% Final – The final will be comprehensive and will consist of entry confirmation of terms from Word Lists Weeks 2 – 11 and corresponding dictionaries. There will be a related dictation consisting of terms from the Job Dictionaries created in this course. The student will have to designate the appropriate dictionary in order to receive credit for any terms that do not translate. Final report of dictionaries counts and backups confirmations are required in order to successfully complete final exam and course.

**Instructor’s Grading Scale:**

Discussion/Participation	10%
Dictionary Improvement	30%
Weekly Dictionary Forms	10%
Midterm (Appendix 6)	20%
Quizzes	10%
Final (Dictation/entry confirmation)	20%

**Examination Information:**

See Methods of Evaluating Student Performance for examination information.

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**COURSE OUTLINE**  
**RR 340 Dictionary Development & Management**

**WEEK 1**

**Topics:**

Course Introduction, dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Review and print syllabus
- Read and print Week 1 Overview
- Read Week 1 Lecture
- Review handouts and textbooks (glossaries)
- Cut and paste update area, if applicable (activated), to main dictionary to track beginning entries
- Report beginning entries – fill out and turn in Weekly Dictionary Form with beginning Personal Dictionary number
- Backup additional Phoenix Theory updates (See instructor with questions) from [www.phoenixtheory.com](http://www.phoenixtheory.com) or personal theory website, if available.
- Activate Update Area (See lecture for details.)
- Review dictionary-related CAT software Help instructions
- Receive Quiz 1 review & CaseCATalyst Quiz 1 review
- Take Quiz 1 (Dictionary Basics and Entry Rules)
- Receive Case CATalyst Quiz 1 review
- Take Case CATalyst Quiz 1
- Post twice to Week 1 Discussion Question as assigned in the Week 1 Discussion Forum.

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**WEEK 2**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 2 Overview
- Read Week 2 Lecture.
- Enter Computer Terms and Slang Word Lists (50 new terms each) and enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Turn in job dictionary(ies) and/or related CATalyst document(s), and/or update area – see instructor for formats and to confirm dictionary plans weekly
- Receive handouts
- Post twice to Week 2 Discussion Question as assigned in the Week 2 Discussion Forum.

**WEEK 3**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

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**Assignments:**

- Read and print Week 3 Overview
- Read Week 3 Lecture.
- Receive Case CATalyst Quiz 2 Review
- Enter Foods and Animals Word Lists (50 new terms each); enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Take CaseCATalyst Quiz 2
- Post twice to Week 3 Discussion Question as assigned in the Week 3 Discussion Forum.

**WEEK 4**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 4 Overview
- Read Week 4 Lecture.
- Enter Arts, Literature, and Entertainment Word Lists (50 new terms each)
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Post twice to Week 4 Discussion Question as assigned in the Week 4 Discussion Forum.

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**WEEK 5**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards Captioning and CART Standards Options and Judicial Reporting*.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 5 Overview
- Read Week 5 Lecture.
- Enter Religion and Math Word Lists (50 new terms each) and 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Post twice to Week 5 Discussion Question as assigned in the Week 5 Discussion Forum.

**WEEK 6**

**Topics:**

Dictionary development; dictionary management; types of appropriate dictionaries; techniques to facilitate successful realtime writing in captioning, CART, and judicial reporting; appropriate dictations to practice dictionary selection; related CAT (computer-aided transcription) functions; punctuation dictionaries for captioning and CART; and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards Captioning and CART Standards Options and Judicial Reporting*.
4. confirm and/or create entries for all necessary steno outlines defined such as punctuation, caption conventions, formats, and alphabets as contained in Appendix #6 of *NCRA CASE's General Requirements and Minimum Standards*.
5. confirm and/or create entries for environmental sounds descriptors associated with live broadcast and CART environments.

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6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 6 Overview
- Read Week 6 Lecture.
- Enter Government/Politics, Military Installations, and Criminology Word Lists (50 new terms each)
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Take Midterm
- **Confirm and/or create entries for environmental sounds descriptors associated with live broadcast and CART environments.**
- Post twice to Week 6 Discussion Question as assigned in the Week 6 Discussion Forum.

**WEEK 7**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 7 Overview
- Read Week 7 Lecture.
- Enter Current National Names in News, Current Events Word Lists (50 new terms each), and 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area (continued)
- Post twice to Week 7 Discussion Question as assigned in the Week 7 Discussion Forum.

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**WEEK 8**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 8 Overview
- Read Week 8 Lecture.
- Enter Meteorology and Science Word Lists (50 new terms each, and enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Post twice to Week 8 Discussion Question as assigned in the Week 8 Discussion Forum.

**WEEK 9**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

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**Assignments:**

- Read and print Week 9 Overview
- Read Week 9 Lecture.
- Enter Geography and History Word Lists (50 new terms each); enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Post twice to Week 9 Discussion Question as assigned in the Week 9 Discussion Forum.

**WEEK 10**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards Captioning* and *CART Standards Options and Judicial Reporting*.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 10 Overview
- Read Week 10 Lecture.
- Enter Medical and Sports Word Lists (50 new terms each) and enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form
- Submit job dictionary(ies) and/or related CATalyst files and/or update area
- Post twice to Week 10 Discussion Question as assigned in the Week 10 Discussion Forum.

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**WEEK 11**

**Topics:**

Dictionary development, dictionary management, types of appropriate dictionaries, related CAT (computer-aided transcription) functions, and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Read and print Week 11 Overview
- Read Week 11 Lecture.
- Enter Common Proper Names and Common Female & Male First Names Word Lists (50 new terms each); enter 50 terms of choice
- Fill out and turn in Weekly Dictionary Form; turn in dictionary documents and update area(s)
- Receive Final Exam Review
- Post twice to Week 11 Discussion Question as assigned in the Week 11 Discussion Form

**WEEK 12**

**Topics:**

Dictionary development; dictionary management; types of appropriate dictionaries; techniques to facilitate successful realtime writing in captioning, CART, and judicial reporting; appropriate dictations to practice dictionary selection; related CAT (computer-aided transcription) functions; punctuation dictionaries for captioning and CART; and appropriate dictionary building sources.

**Objectives:**

1. build and maintain a realtime dictionary.
2. manage and load job dictionaries for proper translations.
3. confirm and enter appropriate entries as specified in *NCRA CASE's General Requirements and Minimum Standards* Captioning and CART Standards Options and Judicial Reporting.
4. confirm and/or create entries for all necessary steno outlines defined such as punctuation, caption conventions, formats, and alphabets as contained in Appendix #6 of *NCRA CASE's General Requirements and Minimum Standards*.

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5. confirm and/or create entries for environmental sounds descriptors associated with live broadcast and CART environments.
6. demonstrate knowledge of related CAT (computer-aided transcription) functions.
7. survey appropriate word sources.
8. appraise, backup, and archive realtime and job dictionaries.

**Assignments:**

- Final Exam (written and sentences)
- Report with documentation
- Confirm final dictionaries counts
- Confirm dictionary backups