Syllabus for Court Reporting Literary Dictation

Course Name:
Real-time Reporting I

Course Number/Credits Awarded
CRTR 1208/2.0 credits

Prerequisites:
CRTR 1404
CRTR 1314

Course Description:
Development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments. Theory and dictation practice using computer-aided technology and instructional interaction. A simulated Certified Realtime Reporter (CRR) test is given at a speed of 180-200 wpm on literary material for five minutes as the final exam. This course is conducted under realtime conditions. Development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments.

Time Allotment:
One (1) lecture hour and two (2) lab hours
Fall semester only class

Instructor:
Katie Spellman
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Rationale:
To function successfully in the court reporting profession, a reporter, in order to compete in the job market, must be able to write in realtime and produce transcripts if needed instantly. This class provides the environment for enhancement of software/computer and machine shorthand skills.

Teaching Methods:
In recognition of the various learning styles of students, the instructor will utilize the following teaching methods: The instructor will dictate a variety of literary material at varying speeds. Students shall write realtime, read back, and discuss the material.
Educational Materials:
Current Periodicals/Newspapers
World Atlas/access to World Wide Web for geography quizzes (4)

Evaluation Methods/Grading Criteria:
Students will transcribe two five-minute takes dictated at their current speed level or below. One point is deducted from 100 for each steno error; one-half point for each English error.

A) Grades
   CRR 10%
   Events presentations 30%
   Quizzes 20%
   Transcripts 20%
   Participation 20% (attendance and participation)
B) Over the course of the semester, students will bring 12 current events from the newspapers to share with the class: 4 National, 3 International, 5 Local, 2 Cultural Diversity. Students will have four geography quizzes they can work on at home that do have required completion dates.
C) We will produce two transcripts preparing for the CRR.
D) There will be no make-up for the Final.

Grading Scale: The program indicates grades by the following symbols.
A (90 – 100) excellent
B (80 – 89) above average
C (70 – 79) fair or average
D (60 – 69) lowest passing mark
F (0 – 59) failing
I* Incomplete
IP** Incomplete Passing
W Withdrawn from course
CR Credit by examination and advance placement

Current Events Project:
Each student will complete a current events project for each speed. One current event will be turned in weekly alternating with local, national, international, and cultural diversity. The instructor will designate which event is to be turned in systematically.

FORMAT:
CUT AND MOUNT THE EVENT WITH THE DATE ON A SHEET OF PAPER WITH A WRITTEN DESCRIPTION OF THE CONTENTS OF THE EVENT. The event should be about 12 column inches. The student should write the current event on his/her machine and attach the shorthand notes to the description.

COMPLETE ONE HALF OF THE GEOGRAPHY QUIZZES BY MID-TERM AND THE OTHER HALF, BY THE WEEK BEFORE FINALS (FOUR QUIZZES TOTAL).
Certified Realtime Reporter:

Students will practice realtime reporting during live dictation class to improve quality of reporting. Each student shall simulate a Certified Realtime Reporter test as the final exam. Students will have dictated two-five minute dictations at the student’s current speed level for literary material. Using realtime, the student will first make an ASCII (within the limits of the student version of the CAT software) disk after the dictation. Next, the student will print the first draft without editing corrections. Last, the student will make corrections on the transcript to be turned in for grading. Students will turn in the draft and the corrected transcript with notes attached at the end of the hour.

Classroom Policies:

Students are expected to be present for all classes in order to make satisfactory progress. No more than four (4) class hours can be missed in a semester. Students are expected to complete the required tests and all assigned work.

Academic honesty policy: It is the responsibility of students and faculty to help maintain scholastic integrity at the college by refusing to participate in or tolerate scholastic dishonesty. A student’s participation in academic dishonesty will result in their dismissal from the program.

Drop Date: All deadlines for dropping and/or withdrawing with a “W” are calculated at 75% of any semester or term. Current dates may be found in the college calendar, class schedules, and on the college website.

Attendance information, make-up examination procedures, civility policy, drop date, or any other information not found in this syllabus are to be found in the Kilgore College Catalog.

Student Learning Outcomes/Course Objectives:
At the completion of this course, the student will be able to:

- Produce projects/assignments using realtime technology; (1,2,4,5,6,7,8)
- Write theory; (1,2,5,6,7,8)*
- Practice dictation using conflict-free theory; (1,2,4,5,6,7,8)
- Summarize principles for resolving untranslates and conflict entries; (1,2,4,5,7,8)
- Outline procedures for additions to and deletions of dictionary entries and dictionary maintenance; (1,2,5,6,7,8)
- Improve speed and accuracy on literary material, including current events and geography; demonstrate an understanding of current events; (1,2,4,5,7)
- Improve note quality to pass the simulated Certified Realtime Reporter test at a speed of 180-200 wpm; (1,2,4,5,6,7,8)
- Setup and operate realtime related hardware utilizing available resource material. (1,2,4,5,7,8)
Course Content:

1. A variety of literary material with very few briefs and phrases is dictated to students in 160 through 180 wpm speedbuilding levels.
2. Current events are discussed
3. A simulated CRR is given
4. Two realtime transcripts are completed
5. Geography units are completed

Course Outline/Semester Calendar

A). Week 1- introduction to class, expectations, goals, tools, and what the student should come away with will be explained. And the student will be given required hand outs at that time so the may begin working on them at their convenience.

Week 2- Class will write real-time student presented local event and then discuss it. Remaining time will be used to write facts re: 7 continents.

Week 3 Class will write real-time student presented national event and then discuss it. 1st Geography Quiz is due. Remaining time will locate Quiz areas on map.

Week 4- Class will write real-time student presented national event and then discuss it. Real-time writing will cover elements of court proceedings.

Week 5- Class will write real-time student presented local event and then discuss it. Real-time dictation will cover Literature piece re: an audience.

Week 6- Class will write real-time student presented national event and then discuss it. 2nd Geography Quiz is due. Remaining time will locate Quiz areas on map.

Week 7- Transcript. Students will be given a 5 minute dictation to transcribe and turn in preparatory to an official CRR.

Week 8- Class will write real-time student presented international event and then discuss it. Real-time dictation will cover 3-mile Island.

Week 9- Class will write real-time student presented local event and then discuss it. Real-time dictation will cover modern technology and an individual’s subsequent increased need for literacy.

Week 10- Class will write real-time student presented cultural diversity event and then discuss it. Real-time dictation will cover motivational piece about self talk and perseverance by Rick Warren.

Week 11- Class will write real-time student presented local current event and then discuss it. 3rd Geography Quiz is due Remaining time will locate Quiz areas on map.
week 12- Class will write real-time student presented national event and then discuss it. Real-time dictation will cover “Aromatics,” natural gases, environmental impact terminology.

week 13- Class will write real-time student presented international event and then discuss it. Real-time dictation will cover “Time. It’s Yours to Use or Abuse.” By Chief Justice William H. Rehnquist.

week 14- Class will write real-time student presented cultural diversity event and then discuss it. Geography Quiz #4 is due. Location of quiz points on map to be followed with preparation for coming 5-minute Transcript as per mock CRR.

week 15- Class will write real-time student presented national event and then discuss it. Transcript dictation.

week 16- Final (mock CRR)

B) each day will follow schedule shown above allowing for presentations, discussions, questions.

Disclaimer:
Your instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

* Denotes SCANS competencies. SCANS is the Secretary’s Commission on Achieving Necessary Skills. SCANS competencies are included in every course in an attempt to ensure that the student has the necessary skills to succeed on a job.

1 = Reading
2 = Writing
3 = Arithmetic or Mathematics
4 = Speaking and Listening
5 = Thinking Skills
6 = Personal Qualities
7 = Workplace Competencies
8 = Basic Use of Computers

Prepared by:  Dawn M. Wilson (for Master Syllabus)
Revised:  08/1/10