CCR-1220: VOICEWRITING III

Cuyahoga Community College

Viewing: CCR-1220 : Voicewriting III
Board of Trustees:
10/26/2023

Academic Term:
Fall 2024

Subject Code
CCR - Captioning and Court Reporting

Course Number:
1220

Title:
Voicewriting III

Catalog Description:
Realtime translation of legal proceedings, broadcasts, and other voice-to-text environments, using voice writing captioning-specific software in addition to speech-recognition software.

Credit Hour(s):
4

Lecture Hour(s):
3
Lab Hour(s):
3

Requisites

Prerequisite and Corequisite
CCR-1210 Voicewriting II.

Outcomes
Course Outcome(s):
Install and set up Computer-Aided-Transcription (CAT) software (captioning/court reporting software).

Essential Learning Outcome Mapping:
Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):
1. Demonstrate knowledge of basic hardware care, maintenance, and setup of CAT software.
2. Define basic captioning/court reporting terminology.
3. Operate CAT software along with speech-recognition software.

Course Outcome(s):
Utilize CAT software.

Essential Learning Outcome Mapping:
Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):
1. Create court reporting/captioning voice codes.
2. Dictate Question and Answer (Q&A) in transcript form.
3. Edit Q&A in transcript form.
4. Dictate literary style materials.
5. Dictate jury charge materials.

Course Outcome(s):

Dictate for real-time translation.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):
1. Dictate Q&A at 120 wpm with a minimum of 95% accuracy in a real-time mode.
2. Dictate Jury Charge at 120 wpm with a minimum of 95% accuracy in a real-time mode.
3. Dictate Literary materials at 120 wpm with a minimum of 95% accuracy in a real time mode.
4. Include appropriate punctuation while dictating.
5. Apply voice codes to avoid transcription of conflicts of homonyms and sound-alike words.
6. Apply voice codes of brief forms and phrases to enhance dictation speed and enhance translation accuracy.
7. Dictate while listening to faculty- and non-faculty- created dictation materials.

Methods of Evaluation:
1. Participation and discussion
2. Observation
3. Formal assignments
4. Quizzes and examinations
5. Speedbuilding tests
6. Software knowledge tests

Course Content Outline:
1. Concepts
    a. Voicewriting in captioning/court reporting environments
    b. Voice codes for captioning/court reporting environments
    c. Speedbuilding strategies
2. Skills
    a. Using clear diction and enunciation
    b. Using proper punctuation
    c. Using proper formatting of Q&A documents
    d. Editing and proofreading documents
    e. Increasing dictation speed
    f. Increasing accuracy of voice-to-text translation
    g. Analyzing documents
    h. Preparing dictionary entries
    i. Saving documents with and without voice files
    j. Utilizing File Transfer Protocol (FTP) site for transfer of files
3. Issues
    a. Management of CAT software
    b. Saving and editing documents
    c. Speech clarity
    d. Speed development
    e. Dictionary management

Resources

Camille, Hanson. *The Essential Guide to American English Pronunciation: Step-by-step English pronunciation guidance with examples and audio*. Independently published, 2022. November 18, 2022.

Nic Redman. *On The Mic: Voice Training for Voiceover Artists, Podcasters, Speakers & Presenters*. Independently, 2023. March 4, 2023.

My English Routine. *Common American Idioms: A Dictionary of the Most Popular American Expressions, with Etymology and Examples* . Independently, 2022. October 20, 2022.

Rich Carriero, Murray Bromberg, and Melvin Gordon. *1100 Words You Need to Know + Online Practice: Build Your Vocabulary in just 15 minutes a day!* . 8th. Hauppauge: Barrons Educational Services, 2022. June 7, 2022.

Christophe Paroni. *AI : the new Internet- Chat GPT : Artificial Intelligence Unleashed: Empowering the Future - Advanced neural networks explained: Chat GPT and NLP ... - Neural Networks - Machine Learning And AI*. Independently, 2023. May 23, 2023.

Resources Other

Faculty-created documents
Faculty-created dictation
NVRA E-voice online newsletter

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