CCR-1300: REALTIME THEORY I

Cuyahoga Community College

Viewing: CCR-1300 : Realtime Theory I
Board of Trustees:
10/26/2023

Academic Term:
Fall 2024

Subject Code
CCR - Captioning and Court Reporting

Course Number:
1300

Title:
Realtime Theory I

Catalog Description:
Focus on principles of writing on stenotype machine. On-line instruction of machine shorthand keyboard, arbitraries, phrases, word beginnings and endings. Emphasis on reading, writing, and reporter English skills in preparation for speedbuilding and transcription.

Credit Hour(s):
4

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

Requisites

Prerequisite and Corequisite
CCR-1000 Introduction to Court Reporting or concurrent enrollment; and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test., or appropriate score on English Placement Test.

Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

Outcomes
Course Outcome(s):
Write at a minimum rate of 40 words per minute for three minutes at 95% accuracy.

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. Recall and identify outlines for words by phonetic sound.
2. Demonstrate the ability to recall and write words while applying the appropriate theory rule.
3. Recall arbitraries and phrases and write them at 95% accuracy.
4. Discuss the concept of conflict-free notes and its importance to the reporting profession.
5. Develop consistent writing skills to avoid conflicts of compound words, abbreviations, and high-frequency words.
6. Apply proper principles of theory to resolve sources of conflict.
7. Demonstrate comprehension of theory by reading shorthand notes, quickly locating portion to be read, and maintaining composure while reading.
8. Explain an understanding of the relationship between English fundamentals and recording the spoken word and demonstrate proficiency by inserting punctuation while writing.

Course Outcome(s):
Recognize that the care of the stenotype machine is an important aspect of good reporting and demonstrate proper maintenance techniques.

Objective(s):
1. Discuss day-to-day care of equipment.
2. Demonstrate proper maintenance techniques.

Methods of Evaluation:
1. Weekly quizzes on stenotype theory, arbitraries, phrases, derivatives
2. Weekly vocabulary quizzes focusing on conflict resolution
3. Read back of shorthand notes
4. Timed speedbuilding tests at incremental speeds ranging from 30 wpm to 80 wpm
5. Tests
6. Computer assignments
7. Comprehensive final examination

Course Content Outline:
1. Stenotype theory and phonetic application
   a. Initial consonants
   b. Final consonants
   c. Vowels
   d. Numbers
2. Theory rules
   a. Initials
   b. Basic punctuation
   c. Numbers
   d. Long and short vowels
   e. Diphthongs
   f. Inflected endings including possessives and contractions
   g. Word beginnings
   h. Word endings
   i. Phonetic sounds
   j. Spelling principles
3. Principles of writing accuracy
   a. Efficiency
   b. Speed development
   c. Dictionary management
4. Introduction to the concept of conflict-free notes
   a. Role of the computer today
   b. Basics of writing on a computer
5. Computer-compatible competencies for potential problem areas
   a. Unaccented vowels
   b. Abbreviations
   c. Compound words
   d. High-frequency words
6. Techniques for conflict resolution
   a. Analysis of theory rules
   b. Homonyms with the same vowel sounds
   c. Homonyms with consonant variations
   d. Differentiating word endings
7. Read-back skills
   a. Finding the spot quickly
   b. Poise
   c. Voice projection-reading distinctly and with authority
   d. Accuracy
8. Reporter English skills

      a. Vocabulary expansion
      b. Punctuation
9. Care of machine
      a. Day-to-day care of equipment
      b. Maintenance required
10. Speed development
      a. Incremental speed drill at the rate of 30, 40, 50, 60, 80 wpm
      b. Speed development techniques
      c. Speed and realtime writing

Resources

Sanford Heller. *Stenotype Finger Technique: A course in finger power for the student, Court Reporters, CART reporters and closed captioners*. 1st ed. New York: New York, August 8, 2017.

Kenneth A. Wick. *The Essential 99 Punctuation Rules for Court Reporters*. 1. New York: New York, 2019.

McCormick, Robert W. *Complete Court Reporter's Handbook and Guide for Realtime Writers.* 5. New York; Prentice Hall, 2009.

Stenograph. *Phoenix Theory Quick Reference Guide.* Elmhurst, IL; Stenograph, 2010.

Glassbrenner, Mae, and Sonntag, G. *Computer-compatible Stenograph Theory.* 3. Elmhurst, IL; Stenograph, 2008.

National Court Reporters Association. "Journal of Court Reporting" 2023. https://www.ncra.org/home/professionals_resources/publications/journal-of-court-reporting

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Resources Other

1. Faculty-created theory course guides
2. Faculty-created dictation files

Top of page
Key: 4702