CCR-1331: REALTIME THEORY II

Cuyahoga Community College

Viewing: CCR-1331 : Realtime Theory II

Board of Trustees:

January 2024

Academic Term:

Fall 2024

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1331

Title:

Realtime Theory II

Catalog Description:

This course is a continuation of Realtime Theory. Students will continue study of theory principles.

Credit Hour(s):

2

Lecture Hour(s):

1

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1300 Realtime Theory I.

Outcomes

Course Outcome(s):

Apply realtime theory rules when working in the field of court reporting.

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 briefs and phrases and write them with 95% accuracy.
4. Discuss the concept of conflict-free notes and its importance to the court reporting profession.
5. Develop consistent writing skills to avoid conflicts of compound words, abbreviations, and high-frequency words.
6. Demonstrate an understanding and analysis of words and apply proper principles of theory to resolve sources of conflict.
7. Demonstrate comprehension of theory by reading steno notes, quickly locating portion to be read and maintaining composure while reading.

Course Outcome(s):

Write and transcribe dictated material.

Objective(s):

1. Build endurance by writing dictation exercises for three minutes.
2. Transcribe speedbuilding tests within one hour and 15 minutes.

3. Punctuate notes while writing theory.
4. Transcribe dictation.

Course Outcome(s):

Follow stenotype keystroke rules in order to achieve 95% accuracy in writing with a stenotype machine.

Objective(s):

1. Write at an exit speed of 60 words per minutes with 95% accuracy.
2. Demonstrate dictionary management skills.
3. Analyze steno for accurate transcription.
4. Apply proofreading skills to properly edit transcripts.

Methods of Evaluation:

1. Weekly quizzes on theory
2. Self-analysis through readback
3. Timed speedbuilding tests
4. Comprehensive final exam
5. Class discussion

Course Content Outline:

1. Stenotype theory and phonetic application
   a. Initial consonant blends
   b. Final consonant blends
   c. Numbers
2. Theory rules
   a. Word beginning or prefixes
   b. Word endings or suffixes
   c. Multi-syllable words
3. Writing techniques
   a. Accuracy
   b. Speed development
4. Speedbuilding
   a. Various speed dictation
   b. Readback for self-analysis
   c. Testing
   d. Transcription

Resources

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

Stenograph Corp. *Phoenix Theory Reference Dictionary*. Elmhurst, IL; Stenograph Corp., 2014.

National Court Reporters Association. *Journal of Court Reporting*. Weekly Journal. 2021. http://thejcr.com/#sthash.Se43PhOx.dpbs

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Stenograph. *Phoenix Theory Teacher's Guide*. Elmhurst: Stenograph, 2014.

Sanford Heller. *Stenotype Finger Technique: A Course in Finger Power for the Student, Court Reporters, CART Reporters and Closed Captioners*. 1. New York: New York, August 8, 2017.

Resources Other
1. Instructor-created materials
2. Instructor-created dictation

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