CCR-1335: REALTIME THEORY III

Cuyahoga Community College

Viewing: CCR-1335 : Realtime Theory III
Board of Trustees:
10/26/2023

Academic Term:
Fall 2024

Subject Code
CCR - Captioning and Court Reporting

Course Number:
1335

Title:
Realtime Theory III

Catalog Description:
Continuation of Realtime Theory II. Students will complete study of theory principles.

Credit Hour(s):
2

Lecture Hour(s):
1

Lab Hour(s):
3

Requisites

Prerequisite and Corequisite
CCR-1331 Realtime Theory II.

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. Analyze steno writing for assessment of accurate keystrokes.
2. Apply steno theory rules to multiple-syllable words.
3. Describe steno rules that apply to capturing language in a realtime fashion.
4. Increase steno writing speed.
5. Increase steno writing accuracy.
6. Recall and identify outlines for words by phonetic sound.
7. Demonstrate the ability to recall and write complex words while applying the appropriate theory rule.
8. Recall briefs and phrases and write them with 95% accuracy.
9. Discuss the concept of conflict-free notes and its importance to the court reporting profession.
10. Develop consistent writing skills to avoid conflicts of compound words, abbreviations, and high-frequency words, in documents using more complex language.
11. Demonstrate an understanding and analysis of complex words and apply proper principles of theory to resolve sources of conflict.
12. 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 that uses complex language.

Objective(s):
1. Demonstrate use of suffix-like steno keystrokes.
2. Demonstrate proper writing of compound words.
3. Apply steno theory rules to multiple-syllable words.
4. Demonstrate accurate realtime writing skills.
5. Demonstrate accurate proofreading of transcribed materials.
6. Write at exit speed of 70 words per minute with 95% accuracy.
7. Write and transcribe dictated speed tests.
8. Build endurance by writing dictation exercises for three minutes.
9. Transcribe speedbuilding tests within one hour and 15 minutes.
10. Punctuate notes while writing theory.
11. Transcribe dictation.

Methods of Evaluation:
1. Homework
2. Practice time
3. Rates of accuracy attained in practice
4. Edited tests
5. Realtime tests
6. Weekly quizzes on theory
7. Self-analysis through readback
8. Timed speedbuilding tests
9. Comprehensive final exam
10. Class discussion

Course Content Outline:
1. Stenotype theory and phonetic application
    a. Initial consonant blends
    b. Final consonant blends
    c. Numbers
    d. Multiple-stroke words
    e. Dictionary management
2. Theory rules
    a. Word beginning or prefixes
    b. Word endings or suffixes
    c. Multi-syllable words
    d. Homophones
    e. Proper nouns
    f. Phrases
3. Writing techniques
    a. Accuracy
    b. Speed development
    c. Practice strategies
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.

Kenneth A. Wick. *The Essential 99 Punctuation Rules for Court Reporters: Reference Edition*. 1. Independently published, 2019. January, 2019.

Stenograph Corp. *Phoenix Theory Reference Dictionary.* Elmhurst, IL; Stenograph Corp., 2009.

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

Reed, A. D. *Reed's Homophones: A Comprehensive Book of Sound-alike Words*. 4th ed. Asheville; Pisgah Press, 2018.

Resources Other

1. Instructor-created materials
2. Instructor-created dictation
3. Faculty created materials

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