

CCR-1401: SPEEDBUILDING AND TRANSCRIPTION AT 100 WPM

Cuyahoga Community College

Viewing: CCR-1401 : Speedbuilding and Transcription at 100 WPM

Board of Trustees:

January 2024

Academic Term:

Fall 2024

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1401

Title:

Speedbuilding and Transcription at 100 WPM

Catalog Description:

Speedbuilding at 80-100 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenotype machine to develop beginning skill levels. Minimum exit speed is 100 wpm.

Credit Hour(s):

3

Lecture Hour(s):

1

Lab Hour(s):

6

Requisites

Prerequisite and Corequisite

CCR-1341 Realtime Theory IV.

Outcomes

Course Outcome(s):

Accurately record, and transcribe dictation at a minimum skill level of 100 wpm.

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. Transcribe a minimum of one question-and-answer editable speed test at 100 wpm test for 3 minutes at a accuracy rate of at least 95%
2. Transcribe a minimum of one literary realtime speed test at 60 wpm for 3 minutes at an accuracy rate of at least 95%

Course Outcome(s):

Accurately record dictation at a minimum skill level of 60 wpm.

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. Transcribe a minimum of one literary realtime speed test at 60 wpm for 3 minutes at an accuracy rate of at least 95%
-

Course Outcome(s):

Apply accurate writing techniques for numbers, alphabets, and acronyms with accuracy in the electronic support program.

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 machine theory patterns by applying rules of theory to expanding vocabulary and technical terms.
 2. Apply body of accurate language art skills-spelling, proofing, grammar, editing, punctuation, and capitalization.
-

Course Outcome(s):

Increase realtime 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. Demonstrate accuracy of writing skills.
 2. Read back notes in the classroom.
-

Course Outcome(s):

Demonstrate accuracy in realtime writing test situations.

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. Take dictation for 5 minutes and transcribe material within 1 hour 15 minutes.
 2. Transcribe a minimum of one question-and-answer editable speed test at 100 wpm test for 3 minutes at a accuracy rate of at least 95%.
 3. Transcribe a minimum of one literary realtime speed test at 60 wpm for 3 minutes at an accuracy rate of at least 95%.
-

Methods of Evaluation:

1. Weekly homework reflecting practice activities within and outside of Realtime Coach.
2. Weekly transcription tests, evaluated according to error guidelines of the National Court Reporters Association (NCRA).
3. Speedbuilding tests with 96% accuracy goal.
4. Drills and exercises as evaluated by Realtime Coach at 96% accuracy.
5. Performance of 3-minute Question and Answer (Q&A) dictation tests at 100 wpm, at a minimum of 1.4 syllabic content or "rate of difficulty," with 95% accuracy, evaluated according to CASE standards for accreditation.
6. Performance of 3-minute literary realtime dictation tests at 60 wpm, at a minimum of 1.4 syllabic content or "rate of difficulty," with 95% accuracy, evaluated according to CASE standards for accreditation.

Course Content Outline:

1. Evaluation Software
 - a. Error analysis
 - b. Individualized drills
 - c. Accuracy

2. Speedbuilding
 - a. Mental preparation
 - b. Dictation on unfamiliar materials at varying speeds of 80-100 wpm
 - c. Punctuation
 - d. Reading back
3. Testing skills reinforcement
 - a. Attitude
 - b. Punctuality
 - c. NCRA errors
 - d. Time frames
4. Transcription skill reinforcement
 - a. Computer Aided Transcription (CAT)
 - b. Dictionary management
 - c. Test integrity
 - d. Proofreading process
5. Literary writing
 - a. Brief forms and phrasing
 - b. Focused drills
 - c. Dictionary management
6. Jury Charge writing
 - a. Brief forms and phrasing
 - b. Focused drill
 - c. Dictionary management
7. Q&A Writing
 - a. Brief forms and writing
 - b. Focused drill
 - c. Dictionary management
8. Realtime Development
 - a. Line-by-line analysis
 - b. Writing preparation
 - c. Realtime writing practice

Resources

Dunn, Donna. *QA: A Faster Way*. Elmhurst, IL: Stenograph, 2009.

Stenograph. *Phoenix Theory Speed Plus 4*. Elmhurst, IL: Stenograph, 2010.

Kenneth A. Wick. *The Essential 99 Punctuation Rules for Court Reporters: Reference Edition*. Independently published, 2019. January 4, 2019.

Stephen John Shastay. *Steno Finger Drills (The Shastay Way)*. Independently published, October 31, 2020.

Stephen Shastay. *Shastay's Steno Phrase Dictionary: Intelligent strokes for high-speed reporting*. Independently published, November 1, 2022.

Resources Other

Faculty-created dictation materials
 Actual trial transcripts donated by court reporters
 Speeches
 Jury charges

Top of page

Key: 4708