

CCR-2602: TECHNICAL TERMINOLOGY

Cuyahoga Community College

Viewing: CCR-2602 : Technical Terminology

Board of Trustees:

June 2023

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2602

Title:

Technical Terminology

Catalog Description:

Designed to expose students to much of the subject matter court reporters encounter. Emphasis on medical and technical testimony with material duplicated from real-life situations.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

CCR-1451 Speedbuilding and Transcription at 140 WPM, or concurrent enrollment.

Outcomes

Course Outcome(s):

Record, read, and transcribe medical question and answer (Q&A) testimony using computer assisted translation (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):

- a. Spell and define medical terms associated with glossaries.
- b. Steno or voicewrite in "realtime" the spoken word utilizing definitive, consistently accurate outlines.
- c. Write medical terms consistently and definitively according to the rules of steno machine or voicewriting theory.
- d. Use the appropriate reference materials to obtain proper spellings of medical terms and drugs.
- e. Recognize basic medical terminology and spell it correctly.
- f. Steno or voicewrite "realtime" medical terms at an 80 percent accuracy rate.
- g. Exhibit competency in English grammar, punctuation, spelling, and proofreading by translating Q&A technical testimony at an 85 percent rate.

Course Outcome(s):

Record, read, and transcribe technical question and answer (Q&A) testimony using computer assisted translation (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):

- a. Spell and define technical terms associated with glossaries.
- b. Steno or voice write in "realtime" the spoken word utilizing definitive, consistently accurate outlines.
- c. Write medical terms consistently and definitively according to the rules of steno machine or voice writing theory.
- d. Use the appropriate reference materials to obtain proper spellings of technical terminology.
- e. Recognize basic technical terminology and spell it correctly.
- f. Steno or voice write "realtime" technical terms at an 80 percent accuracy rate.
- g. Exhibit competency in English grammar, punctuation, spelling, and proofreading by translating QA technical testimony at an 85 percent rate.

Course Outcome(s):

Discuss local, national, and international current events and the geography associated with the events.

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):

- a. Explain the issues of local current events in discussions with classmates.
- b. Identify various current events occurring in the United States.
- c. Discuss nationally occurring current events
- d. Identify internationally occurring current events
- e. Describe geographic locations of local, national, and internationally current events
- f. Use terminology associated with current events in discussions

Methods of Evaluation:

- a. Quizzes on outline construction of glossary terms
- b. Spelling quizzes
- c. Quizzes on construction of medical terms
- d. Realtime project: 5 pages Q&A written at 80 percent accuracy rate
- e. CAT formats transcribed at an 85 percent accuracy rate
- f. Grammar tests
- g. Final examination

Course Content Outline:

- a. Vocabularies dealing with contemporary issues
 - i. Acid rain terms
 - ii. Airplane makes and models
 - iii. Alloys
 - iv. Building terms
 - v. Commercial art, graphic arts, and photographic terms
 - vi. Computer terminology
 - vii. Terms from the drug scene
 - viii. Environmental terms
 - ix. Basic firearms terminology
 - x. Terminology used by forensic chemists
 - xi. Herbicides
 - xii. Prison talk from A to Z
- b. Conflict-free writing
 - i. Consistent steno or voicewriting skills by applying steno or voicewriting theory rules
 - ii. Creation of a job dictionary

- iii. Writing acronyms
- iv. Application of brief forms or voice codes and phrases in medical writing
- v. Prefixes, root words, suffixes
- vi. Definition
- vii. Outline construction for conflict-free writing
- viii. Brief forms, phrases
- c. Medical reference options
 - i. Witness
 - ii. Medical and drug directories
 - iii. Physician's Desk Reference
 - iv. Library
 - v. Appropriate people
- d. Vocabularies dealing with medical issues
 - i. Common terms used in diagnosis and treatment of cancer
 - ii. 200 drugs most commonly used
 - iii. Medical abbreviations
 - iv. Forensic testing
 - v. Pacemaker terms
 - vi. AIDS terminology
 - vii. Prescription writing
 - viii. Nuclear medicine
- e. Realtime writing
 - i. Appropriate terms for job dictionary
 - ii. Applying theory rules
 - iii. Developing arbitraries
 - iv. Preparing for realtime steno or voicewriting
 - v. Punctuation while steno writing or voicewriting
 - vi. Read back
- f. Current events
 - i. Discussion of local, national, and international events
 - ii. Outline construction of foreign names, terms, countries
 - iii. Job dictionary development
- g. Q&A testimony
 - i. Steno or voicewriting testimony with emphasis on glossaries
 - ii. Creating a job dictionary, merge dictionaries, archive jobs
 - iii. Editing the document
 - 1. proofreading
 - 2. colloquy and speaker identification
 - 3. parenthetical remarks
 - 4. Q&A identification
 - 5. research skill development
 - iv. Grammar
 - 1. sentence fragments
 - 2. possessive adjectives vs. contractions
 - 3. conjunctions
 - 4. compound subjects
 - 5. interjections
 - v. Grammatical terms
 - 1. academic degrees
 - 2. acronyms
 - 3. antonyms
 - 4. clipped forms (shortened versions of words)
 - 5. designators (term or title followed by a number)
 - 6. elliptical construction
 - vi. Merging pages, printing, and collating the documents

Resources

Marc Roche, IDM Business and Law. *Vocabulary Builder for Adults: Business Vocabulary*. Independently Published, 2020. August 7, 2020.

Norman Lewis. (2022) (June 21, 2022) *30 Days to a More Powerful Vocabulary*, New York: Gallery Books.

Kevin Wilson. (2022) (May 31, 2022) *Computer Jargon*, Independently Published.

Resources Other

Newspapers, magazines, online periodicals

Internet searches of current events articles with technical terminology and/or a technical focus

Faculty-created instructional materials

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