

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**

**Fall 2018**

**Course:** RR330 Realtime Applications for CART/Captioning

**Credit:** 4 Quarter Hours

**Method of Delivery:** eLearning (eL)

**Course Description:**

This course is intended for those currently employed in the judicial reporting field or current students near the end of their speed requirements in a realtime reporting program who wish to develop or improve conflict-free writing methods and hone their realtime skills for endeavors in CART reporting and/or broadcast captioning fields. All students must have their own realtime capable steno machines with realtime cables, laptops, realtime capable computer-aided transcription software, and a base dictionary.

Upon successful completion of this course, the student will begin fine-tuning current realtime dictionaries and writing methods using realtime principles specific to CART reporting and broadcast captioning. Special emphasis will be placed on the dividing and writing of word parts, conflict resolution, homophones, numbers, punctuation and dictionary management. The student will have the knowledge of principles needed to become realtime ready for personal use as well as for realtime certification preparation.

**Prerequisite:**

RR 310 Realtime Reporting Machine Shorthand V (160 WPM) or demonstrated skill and RR 206 Computer Transcription and Technology or demonstrated skill

**Text(s) & Manual(s):** none

**Materials needed for this course:**

Realtime capable steno machine with realtime cable, laptop or PC, Case CATalyst software, base dictionary.

**Topics:**

Dictionary development and management; homophones and dictionary conflict resolution; brief forms; writing punctuation; writing numbers.

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**Learning Objectives:** Upon completion of this course, the student will be able to:

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.
4. apply punctuation principles and number and symbol guidelines specific to CART reporting and broadcast captioning.
5. utilize and differentiate realtime principles specific to CART reporting and broadcast captioning.
6. apply CART and broadcast captioning technology.
7. manage various dictionaries related to CART reporting and broadcast captioning.
8. apply principles needed to become realtime ready for professional use as well as realtime certification preparation.

**Midstate Grading scale:**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

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**Plagiarism:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu);

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

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<b>Instructor:</b>	Kathryn Dittmeier, CRI	<b>Room:</b>	220 (office)
<b>Midstate email:</b>	kadittmeier@midstate.edu	<b>Office hour(s):</b>	
<b>Office phone:</b>	309-692-4092 x 2200		Tuesdays 9 am – 4 pm
<b>Cell phone:</b>	309-634-9374 (preferred)		Thursdays by appointment
			Fridays by appointment

**Policies and Procedures:**

All work is to be completed in the week assigned. In general, the week begins on Monday at noon and ends the following Monday at 8:00 a.m., unless otherwise posted in the syllabus.

**Examination Information:**

There is no midterm or final examination in this course.

**Methods of evaluating student performance:**

Student notes and translation will be reviewed to evaluate student learning.

**Instructor's Grading Scale:**

Homework assignments	80%
Weekly conference with instructor	20%

## Course Outline

### Week 1:

#### Topics:

Pre-test, Theory Review, Parts 1 & 2

#### Objectives:

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

#### Assignments:

- Write pre-test audio
- Read: Anatomy of a conflict
- Theory Review Exercises 101-108
- Theory Review Exercise 109
- Evaluation of results from Exercise 109
- Conference with teacher

### Week 2:

#### Topics:

Word-boundary conflicts

#### Objectives:

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

#### Assignments:

- Read Week 2 Lecture
- Complete Week 2 Diagnostic Takes
- Complete Week 2 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

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**Week 3:**

**Topics:**

Word-boundary conflicts, continued

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 3 Lecture
- Complete Week 3 Diagnostic Takes
- Complete Week 3 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

**Week 4:**

**Topics:**

Word-boundary conflicts, continued

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 4 Lecture
- Complete Week 4 Diagnostic Takes
- Complete Week 4 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

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**Week 5:**

**Topics:**

Keyboard Conflicts

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 5 Lecture
- Complete Week 5 Diagnostic Takes
- Complete Week 5 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

**Week 6:**

**Topics:**

Homonyms, Part 1

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 6 Lecture
- Complete Week 6 Diagnostic Takes
- Complete Week 6 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

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**Week 7:**

**Topics:**

Homonyms, continued

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 7 Lecture
- Complete Week 7 Diagnostic Takes
- Complete Week 7 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

**Week 8:**

**Topics:**

Numbers

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 8 Lecture
- Complete Week 8 Diagnostic Takes
- Complete Week 8 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries



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**Week 9:**

**Topics:**

Custom drills for individual student conflicts.

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 9 Lecture
- Complete Week 9 Diagnostic Takes
- Complete Week 9 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

**Week 10:**

**Topics:**

Custom drills for individual student conflicts.

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 10 Lecture
- Complete Week 10 Diagnostic Takes
- Complete Week 10 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

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**Week 11:**

**Topics:**

Custom drills for individual student conflicts.

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Read Week 11 Lecture
- Complete Week 11 Diagnostic Takes
- Complete Week 11 Analysis Worksheets
- Conference with instructor
- Practice Prescriptive exercises
- Make appropriate dictionary entries

**Week 12:**

**Topics:**

Custom drills for individual student conflicts.

**Objectives:**

1. analyze realtime writing and personal dictionaries.
2. resolve writing and dictionary conflicts.
3. apply basic theory principles in order to write homophones and word parts with differentiation.

**Assignments:**

- Practice Prescriptive exercises
- Make appropriate dictionary entries
- Conference with teacher
- Post-test

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