

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: RCR 207

Course Title: Realtime Reporting Technology

KRSN: N/A  
(Kansas Regents Shared Number)

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): 1 credit

Effective Date: Summer 2016

Assessment Goal Per Outcome: 70%

**COURSE DESCRIPTION**

This course will enable the student to understand computer-aided transcription (CAT) software and its terminology. The student will learn the basic operation of a CAT system and the use of system support. The student will enhance personal application of computer functions by dictionary management and production of transcripts.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

RCR 102 with a C or higher grade required

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

**GENERAL EDUCATION OUTCOMES**

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,

- identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
    - listing factors associated with a healthy lifestyle and lifetime fitness,
    - identifying the importance of lifetime learning,
    - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
  3. Communicate effectively through:
    - developing effective written communication skills,
    - developing effective oral communication and listening skills.
  4. Think analytically through:
    - utilizing quantitative information in problem solving,
    - utilizing the principles of systematic inquiry,
    - utilizing various information resources including technology for research and data collection.

### **COURSE OUTCOMES/COMPETENCIES (as Required)**

The student will:

1. Demonstrate the ability to set up and close down the CAT(Computer-Aided Transcription) system.
2. Demonstrate the ability to utilize CAT terminology.
3. Produce a complete and accurate transcript of at least 10 pages on a CAT system from the student's steno notes, including:
  - A. Title Page
  - B. Index
  - C. Voir Dire/Opening Statements
  - D. Direct and Cross-Examination
  - E. Parentheticals
  - F. Colloquy
  - G. Closing Arguments
  - H. Certification page
  - I. Other entries as may appear in a given case, i.e., signature page.
4. Create a working personal dictionary of at least 150 words, including Common Words, Countries, Capitals, Peoples, Common Male First Names, Common Female First Names, Top US Cities, Top World Cities and Common Last Names.
5. Produce a 5-page, first-pass transcript with a 95% translation rate using a realtime translation system.

### **MINIMUM COURSE CONTENT**

The following topics must be included in this course. Additional topics may also be included.

1. Introduction to CAT software (Computer-Aided Technology software)
  - a. Learning CAT software

- b. Understanding CAT software tool bar and display elements
  - c. Document types and file storage
- 2. Installation and realtime setup
- 3. Creating a dictionary
  - Building a dictionary, with and without a writer
  - Stopping/resuming a dictionary build
  - Basic editing
  - Adding, removing and marking text
  - Learning editing commands
  - About the learning process
- 4. Basic Globaling
  - One-stroke and two stroke globals
  - Formatting entries
  - Scope of globals
  - Additional entry suggestions
  - Other global options
- 5. Dictionary building and syntax: words
  - a. Manually adding dictionary entries
  - b. Defining words in the dictionary
    - Dictionary philosophy
  - c. Conflicts
- 6. Dictionary building and syntax: formatting
  - a. Entries
  - b. Punctuation
  - c. Speaker names
  - d. Question/answer symbols
  - e. By formats
  - f. Prefixes and suffixes
  - g. Glue characters
  - h. Miscellaneous commands
- 7. Advanced editing
  - a. Scanning for items
  - b. Working with conflicts
  - c. Searching

- d. Spell checking
  - e. Text attributes
8. Reading and translating notes
- a. Writer settings
  - b. Reading notes via media card
  - c. Reading notes via Bluetooth
  - d. Translating notes
  - e. Translation settings
9. Paragraphs and margins
- a. Using document setup wizard
  - b. Paragraph types and margins
  - c. Master format and current document
  - d. Learning how to use EZ speakers
10. Working with Include Files
11. Printing
- a. Set up and print processing
  - b. Print commands and editing
  - c. ASCII creation
  - d. PDF creation
12. Introduction to indexing
- a. Planning
  - b. The 5 components of the index line
  - c. Setting up the index 1 paragraph type
  - d. Inserting index lines
  - e. Generating the index
  - f. Troubleshooting

## **STUDENT REQUIREMENTS AND METHOD OF EVALUATION**

Students will be graded on attendance, class participation, exams, homework assignments and ongoing progress in skills development.

### **GRADE SCALE**

90%-100%, A

80%-89%, B

70%-79%, C

60%-69%, D

Below 60% F

## **ASSESSMENT OF STUDENT GAIN**

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

### **Attendance Policy**

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

## **NOTE**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

## **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

## **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

## COURSE NOTES