

CCR-1150: INTRODUCTION TO DIGITAL REPORTING AND TRANSCRIPTION

Cuyahoga Community College

Viewing: CCR-1150 : Introduction to Digital Reporting and Transcription

Board of Trustees:

June 2023

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1150

Title:

Introduction to Digital Reporting and Transcription

Catalog Description:

Comprehensive survey of the history of digital reporting. Examination of the use of digital reporting technology in the legal environment, transcription of digitally recorded events, diversity, training requirements, and employment opportunities in the legal and corporate environments.

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Discuss the training, skills, and equipment needed to work as a digital reporter and/or transcriptionist.

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. Recognize the development of digital reporting technology.
- b. Discuss the training required for employment as a digital reporter.
- c. Discuss the training required for work as a legal transcriptionist.
- d. Explain basic equipment requirements for the digital court reporter.
- e. Explain the basic equipment requirements of a legal transcriptionist.
- f. Describe the skills necessary to be certified as a digital reporter.
- g. Identify the components of a legal transcript.
- h. Discuss ethics and professional standards as they relate to the professional digital reporter and transcriptionist.

Methods of Evaluation:

Discussion

Homework

Report

Tests

Course Content Outline:

- a. Digital reporting
 - i. Role of the digital reporter
 - ii. Employment opportunities for digital reporters
 - iii. Certification for digital reporters
 - iv. American Association of Electronic Reporters and Transcribers
- b. Legal transcription
 - i. Role of a legal transcriptionist
 - ii. Employment opportunities for legal transcriptionists
 - iii. Training for legal transcription
 - iv. Certification
- c. Basic hardware components for digital reporting and transcription
 - i. Computer requirements
 - ii. Microphones
 - iii. Playback
- d. Identify various components of a transcript
 - i. Title page
 - ii. Appearance page
 - iii. Index page
 - iv. Transcript text pages
 - 1. Proceedings page
 - v. Certificate pages
 - 1. Reporter's certificate page
 - 2. Transcriber or Transcriptionist's certificate page
- e. Transcript page specifications
 - i. Templates
 - ii. Margins
 - iii. Borders
 - iv. Line numbers
 - v. Font
 - vi. Tabs
 - vii. Hyphenation
 - viii. Widows/orphans
- f. Ethics and Professional Standards
 - i. American Association of Electronic Reporters and Transcribers Code of Ethics
 - ii. National Court Reporters Association Code of Ethics
 - iii. Professional behaviors
 - iv. Diversity in the workplace

Resources

American Association of Electronic Reporters and Transcribers. (2019) (March, 2019) *Best Practices Guide Digital Electronic Reporting and Transcription*,

Globe Law and Business. (2022) *Diversity and Inclusion in the Legal Profession*, Surrey: Globe law and Business.

Steven Lerner. (April 7, 2022) Law360 Pulse. *Glitches Still Persist in Digital Court Reporting Tech*, <https://www.law360.com/pulse/articles/1481816/glitches-still-persist-in-digital-court-reporting-tech>

Gerardus Bloduyk. *Speech Recognition The Ultimate Step-by-Step Guide*. 1st. Toronto: 5STARCOOKS, 2021. July 31, 2021.

A. P. Siva Kumar, KI. Durga Akhil, and Chidananda K. (2021) (March 9, 2021) *Speech Recognition on Deep Learning: MATLAB*, Mauritius: LAP Lambert Academic Publishing.

Darcy Perault. (2022) (March 19, 2022) *Become a Legal Transcriber*, Independently Published.

Resources Other

American Association of Electronic Reporters and Transcribers Newsletters

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