

CCR-1551: RESEARCH AND TRANSCRIPT PREPARATION

Cuyahoga Community College

Viewing: CCR-1551 : Research and Transcript Preparation

Board of Trustees:

March 2023

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1551

Title:

Research and Transcript Preparation

Catalog Description:

Focuses on transcript preparation skills including research, keyboarding development, and transcript formatting in various word processing software including Word, Word Perfect, and court-reporting specific software programs. Utilizing audio and a foot pedal and editing transcripts produced by automatic speech recognition software.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Produce verbatim transcripts of legal proceedings based on digital recordings in accordance with industry standards.

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. Identify transcript components.
- b. Create a transcriber's certificate page.
- c. Utilize hidden menu and header functions in MS Word and Word Perfect.
- d. Create transcripts with clarifying language.
- e. Demonstrate proper transcript formatting.
- f. Demonstrate keyboarding proficiency to 40 words-per-minute with 95% accuracy.

Course Outcome(s):

Utilize resources and references to conduct research with a minimum of 95% accuracy for transcript preparation.

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. Utilize search engines for transcript accuracy.
 - b. Evaluate a website's authority.
 - c. Identify resources and references for the transcriber.
 - d. Utilize resources and references to produce transcript preparation at a minimum of 95% accuracy.
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Course Outcome(s):

Prepare legal transcripts produced via audio and typing processes using Word as well as a variety of court-reporting specific software programs.

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. Create error-free transcripts by listening to audio and simultaneously typing.
 2. Utilize a foot pedal to play audio.
 3. Type while listening to audio.
 4. Apply standard rules of grammar and punctuation to legal transcripts.
 5. Incorporate court reporting formatting rules.
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Course Outcome(s):

Edit rough-draft legal transcripts produced via automatic-speech recognition into Word and court-reporting specific software programs.

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. Edit rough drafts of transcripts produced by automatic speech recognition.
 2. Apply standard rules of punctuation and grammar to automatic-speech- recognition produced transcripts.
 3. Utilize the tools included in court-reporting specific software programs for editing purposes.
 4. Incorporate standard court reporting formatting rules.
 5. Produce error-free transcripts.
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Methods of Evaluation:

- a. Homework assignments
- b. Tests and quizzes
- c. Discussion

Course Content Outline:

- a. Transcript preparation assignments
 - i. Transcript Formatting
 1. Punctuation, Spelling, and Capitalization
 2. Punctuation Standards
 3. Standard Contractions
 - ii. Transcriber Judgment calls
 1. Proper Names
 2. Speaker Identification

- 3. Indiscernible
- 4. Tics and Mannerisms
- iii. Comprehending the Case
- iv. Proper Names listed inconsistently
- v. Speaker's accent impact
- vi. Inadvertently recorded aside
- vii. Slurred phrases
- viii. Find clues to meaning in pauses, rhythm, and emphasis
- ix. Regional Differences
 - 1. Mispronunciations
 - 2. Non-standard English
 - 3. Poor Grammar
- x. Misstatements
- xi. Changes of Thought vs. False Starts/Stutters
- xii. Research assignments
- xiii. Transcriber's certificate page
- b. Research assignments
 - i. Search engines
 - 1. Google.com
 - 2. Yahoo.com
 - 3. Bing.com
 - 4. Ask.com
 - 5. Archive.org (The Internet Archive)
 - 6. Webopedia.com
 - ii. Search techniques
 - 1. Boolean Operators
 - 2. Advanced search parameters (Help function)
 - 3. Jargon/Speaker Pronunciation
 - 4. Alternate spellings
 - 5. Substitute a descriptive phrase for Case Name
 - 6. Change the order of search terms
 - 7. Try most likely sites first
 - 8. Check Contact Us/Staff tabs for employee names
- c. Keyboarding proficiency practice and tests
 - i. Speedbuilding
 - 1. Guided writings
 - 2. Speed pacing paragraphs
 - 3. Frequently used words practice
 - ii. Accuracy building
 - 1. Shift key drills
 - 2. Space bar drills
 - 3. Individual finger practice
 - iii. Timed Writings
 - 1. Three-minute timings
 - 2. Five minute timings
 - 3. Straight copy timings
- d. Word processing software assignments
 - i. Formatting
 - ii. Layout
 - iii. Shortcuts
 - iv. Macros
- e. Use of Audio Files
 - i. Retrieval of audio files
 - ii. Playing audio files
 - iii. Audio file controls for speed, pausing, and playback
- f. Foot pedal Assignments

- i. Foot pedal set up
- ii. Utilization of foot pedal control
- iii. Use of foot pedal in conjunction with audio files
- g. References and resources for the transcriber
 - i. LinkedIn <https://www.linkedin.com/> (<http://catalog.tri-c.edu/about:blank>)
 - ii. Black's Law Dictionary <https://thelawdictionary.org/> (<http://catalog.tri-c.edu/about:blank>)
 - iii. www.dictionary.com (<http://catalog.tri-c.edu/about:blank>)
 - iv. Physician's Desk Reference www.pdr.com (<http://catalog.tri-c.edu/about:blank>)
 - v. Case law www.versuslaw.com (<http://catalog.tri-c.edu/about:blank>)
 - vi. Medical dictionaries, drugs, medical searches www.medilexicon.com (<http://catalog.tri-c.edu/about:blank>)
 - vii. Attorney/law firm location www.martindale.com (<http://catalog.tri-c.edu/about:blank>)
 - viii. The Bluebook: A Uniform System of Citation www.legalbluebook.com (<http://catalog.tri-c.edu/about:blank>)

Resources

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

Sheeroh Murega Kiarie . *Transcribe like a Pro*. Amazon Digital Services, 2017. October 4, 2017.

Claire Houston and Carl Vogel. (2016) (January 28, 2016) *Internet Research Methods*, Baltimore: Sage Publications LTD.

Yamin Rey and Leo Reny. (2020) (2020) *Hands-on Speech Recognition with Kaldi/TIMIT: Demystify Automatic Speech Recognition (ASR) & Deep Neural Networks (DNN)*, Independently Published.

G.D. Avramova. (2020) (2020) *Follow the Author G.D. Avramova Editing Documents in Microsoft Word: A Practical Quick-Start Guide (Basic Legal Skills Quick-Start Guides Book 1)* , Independently Published.

Speed Typing : Forgotten Secrets to Learn Speed Typing, in just 5 Hours, with your 10 Fingers: on a QWERTY Keyboard. Speed Typing : Forgotten Secrets to Learn Speed Typing, in just 5 Hours, with your 10 Fingers: on a QWERTY Keyboard. . (2022) (2022) *Lawrence Foster*, Independently Published.

Resources Other

Faculty Created Materials

Court Reporting Computer-Assisted Software Program Manuals

Actual Transcripts From Court Cases

Formatting Guidelines from State Court Systems

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