CCR-1601: COURT REPORTING TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-1601 : Court Reporting Technology

Board of Trustees:

January 2021

Academic Term:

Fall 2021

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1601

Title:

Court Reporting Technology

Catalog Description:

Basics of computer-aided transcription. Emphasis on court reporting software, dictionary development, and transcript production. Development of scoping skills and research techniques.

Credit Hour(s):

4

Lecture Hour(s):

2

Lab Hour(s):

6

Requisites

Prerequisite and Corequisite

CCR-1220 Voicewriting III, or CCR-1335 Realtime Theory III.

Outcomes

Course Outcome(s):

Utilize computer-aided-transcription software for the purposes of dictionary development and transcript production.

Objective(s):

1. Demonstrate knowledge of basic hardware care, maintenance, and setup of a realtime system.
2. Define litigation support and discuss its use within the judicial system.
3. Demonstrate knowledge of technology, concepts, and vocabulary for video application for the court reporter and NCRA's CLVS program.
4. Demonstrate basic computer competence.
5. Define basic CAT terminology.
6. Operate a realtime translation system.
7. Dump steno notes or utilize voicewriting software to translate, edit, and print documents using department's software applications.
8. Identify the difference between the main dictionary and the job dictionary and add/delete entries to both types of dictionaries.
9. Archive to disk the main dictionary.
10. Make appropriate steno or voicewriting decisions to develop dictionary entries which avoid conflicts of "sound alike" words.
11. Edit and proofread basic documents so that they are "mailable."
12. Use the computer to prepare various types of transcripts using software applications.

Course Outcome(s):

Use scoping skills and research techniques to perform computer-aided-transcription on a realtime translation system.

Objective(s):

1. Demonstrate research techniques in transcript preparation.
2. Apply appropriate punctuation to transcripts.
3. Utilize software to perform scoping tasks.
4. Employ skills to prepare invoices.
5. Identify modes of dictation and transcription work.
6. Write varied technical terminology on a stenotype machine or with voicewriting software for realtime translation.
7. Translate unedited transcripts.
8. Use the computer to accomplish a variety of tasks.

Course Outcome(s):

Differentiate between a scopist and a transcriptionist.

Objective(s):

1. Identify terms relevent to a scopist's profession.
2. Discuss the role and responsibility of a scopist.
3. Discuss the role and responsibility of a transcriptionist.
4. Discuss employment opportunities such as freelance, employee.

Methods of Evaluation:

1. Participation and discussion
2. Observation
3. Format assignments
4. Oral presentation
5. Quizzes and examinations
6. Computer knowledge tests

Course Content Outline:

1. Concepts
   a. Basic hardware care procedures
   b. Maintenance procedures
   c. Realtime system set up procedures
   d. Basic Computer Aided Transcription terminology
   e. Realtime system operation procedures
   f. Archiving techniques
   g. Main dictionary functions
   h. Job dictionary functions
   i. Transcript preparation techniques
   j. Litigation support
   k. Video applications
   l. Research techniques
   m. Proper punctuation
   n. Professional scopist terminology
   o. Professional scopist role and responsibilities
   p. Transcriptionist role and responsibilities
   q. Employment opportunities
   r. Modes of dictation
   s. Transcription work
2. Skills
   a. Operating a Realtime translation system
   b. Dumping steno notes or voice files
   c. Translating steno notes or voice files
   d. Editing steno notes or voice files
   e. Printing documents
   f. Managing main and job dictionaries appropriately
   g. Archiving the dictionary

    h. Researching effectively as necessary to prepare transcript
    i. Developing dictionary entries which avoid conflicts of "sound alike" words
    j. Editing and proofreading basic documents
    k. Using the computer to accomplish a variety of tasks
    l. Preparing invoices
    m. Writing technical terminology on a stenotype machine or dictating technical terminology with a voicewriting software
    n. Using proper punctuation
    o. Preparing transcripts
    p. Translating unedited transcripts
    q. Adding and deleting entries to both main dictionary and job dictionary
    r. Using the computer and its software competently
3. Issues
    a. "Sound alike" words
    b. Reading various types of stenotype
    c. Managing dictionaries

Resources

Diehl, Marcy O. *Medical Transcription: Techniques and Procedures.* 6th ed. San Francisco, CA:Saunders, 2012.

Gilmore, Diane M. *Medical Transcription Projects.* Delmare Cengage Learning, 2013.

Shastay, Stephen. *Top 1,000 Briefs and Top 1,000 Words: Two Invaluable Lists for the Stenography Student or Professional.* Stephen Shastay, 2015.

Editors, Journal of Court Reporting. "What you want to know: CAT Software" Reston, VA, National Court Reporters Association, 2017.

Mueller, Lynette. "Realtime Readiness" Reston, VA, National Court Reporters Association, 2016.

Smith, Nancy. *Becoming a Medical Scribe*. CreateSpace Independent Publishing Platform, 2018.

Barger, Coleen M. *ALWD Guide to Legal Citation*. 5th ed. Wolters Luwer Law & Business, 2014.

Barrett, Grant. *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*. 1st ed. Zephyros Press, 2016.

Advantage Software. *Total Eclipse Software Manual*. Chicago, IL: Advantage Software, 2019. 2019.

Resources Other

1. Faculty-created course guide
2. Faculty-created instructional materials

Top of page
Key: 4712