CCR-2470: ADVANCED TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-2470 : Advanced Technology
Board of Trustees:
March 2021

Academic Term:
Fall 2021

Subject Code
CCR - Captioning and Court Reporting

Course Number:
2470

Title:
Advanced Technology

Catalog Description:
Capstone course in Captioning and Court Reporting. Students apply technology and format applications to produce transcripts in preparation for initial employment. Concentrated, production-oriented class with employment related projects, deposition projects, and realtime projects.

Credit Hour(s):
3

Lecture Hour(s):
2
Lab Hour(s):
3

Requisites

Prerequisite and Corequisite
CCR-1451 Speedbuilding and Transcription at 140 WPM, and CCR-1601 Court Reporting Technology; or CCR-1220 Voicewriting III.

Outcomes

Course Outcome(s):

Perform realtime transcription in various proceedings, including, but not limited to, CIC, depositions, broadcast environment, education, and conferences.

Objective(s):

1. Demonstrate a working knowledge of NCRA transcription format guidelines by completing a salable 10-page transcript on a computer aided transcription system from the student's own stenographic notes or voicewriting files following all guidelines.
2. Compute costs associated with producing the transcript and prepare an accurate statement of account.
3. Identify alternate solutions to a problem, evaluate supporting documentation, choose and substantiate the solution choice.
4. Demonstrate the application of basic technology in the court reporting environment.
5. Demonstrate knowledge of the CAT system by completing all formal assignments on the computer using departmental court reporting software.
6. Produce a 5-page, first pass transcript with a goal of 95% translation rate.
7. Use the computer to accomplish a variety of tasks.
8. Apply computer skills for information retrieval using appropriate library resources.
9. Demonstrate knowledge of the psychology of writing realtime by outlining research efforts/steps in preparation for "realtime" assignments.
10. Demonstrate knowledge of setting up and operating realtime-related hardware.
11. Describe the role of the realtime reporter in various proceedings including, but not limited to, CIC, depositions, broadcast environment, education, and conferences.
12. Discuss related software packages.

Course Outcome(s):

Maintain a professional appearance and demeanor in a legal setting while adhering to ethical standards and requirements and completing work in a timely manner.

Objective(s):

1. Prepare a professional resume.
2. Discuss "job search" strategies.
3. Identify the advantages of inclusion of a diverse labor pool in the court reporting industry.
4. Identify the life skills that contribute to employment in the court reporting industry.

Methods of Evaluation:

1. 10-page transcript project taken from simulated or actual deposition or courtroom setting produced by CAT
2. 5-page project, first pass transcript with a 95 percent translation rate using CAT
3. Class participation including role-playing activities
4. Format assignments
5. Topical tests/quizzes
6. Short reports
7. Job search/employment projects
8. Final examination

Course Content Outline:

1. Computer aided transcript preparation
    a. Title page
    b. Index
    c. Jury charge/opening and/or closing statements
    d. Direct and cross examination
    e. Parentheticals
    f. Colloquy
    g. Certification page
    h. Such other entries as may appear in a given case, i.e., signature page
2. Realtime application
    a. Operating a realtime translation system
    b. Setting up and operating realtime related hardware
    c. Role of the realtime reporter in proceedings:
        i. speaker identification
        ii. realtime transcript, composition, and formatting
    d. Resource material used to prepare for writing realtime
    e. Psychology of writing realtime
3. Realtime reporting in the computer integrated courtroom (CIC) environment
    a. Available realtime and litigation support technology
    b. Procedures to train attorneys, paralegals, court personnel, etc.
    c. System management
    d. Case management (what, where, and why)
    e. Indexing/conversion software programs
    f. Optical scanning of documents, exhibits, building a litigation database
    g. Interacting with court computer systems
    h. Lexis, Westlaw
    i. Case tracking
    j. Word processing
    k. File storage - archival/retrieval computer systems
    l. Coordinating activities with court administrators on CIC
    m. Telecommunications
    n. Public relations
    o. Distribution of transcripts, ASCII diskettes, etc.
4. Realtime reporting in the deposition
    a. Available hardware and software technology
    b. Equipment setup

    c. Telecommunications
    d. Participants" needs
    e. Litigation support
    f. Public relations
5. Realtime reporting in the classroom environment
    a. Available hardware and software
    b. Equipment setup
    c. Participants" needs
    d. Public relations
    e. Interacting with faculty and students
    f. Sign language/deaf culture
6. Realtime reporting for seminars/conferences/conventions
    a. Available hardware and software
    b. Equipment setup
    c. Ancillary (audio, video) personnel participants" needs
    d. Public relations
    e. Coordinating support staff
7. Realtime reporting in the broadcast environment
    a. Ancillary (engineers) personnel
    b. Coordinating support staff
    c. Available hardware and software technology
    d. Newsroom systems/interfaces
    e. Public relations
    f. Pre-news/program preparation
    g. Quality control
    h. Off-line/post production"
    i. Broadcast industry
    j. Broadcast production format and materials
    k. Current events
    l. Broadcast/news production equipment
    m. Audience
8. Employment
    a. Job search strategies
    b. Professional resume
    c. Interview
    d. Contract negotiations
9. Workplace
    a. Office etiquette
    b. Interactions with judges & attorneys
    c. Telephone skills
    d. Business vs. business/casual dress
    e. Deadlines & delivery
    f. Related software packages
    g. Diversity
    h. Professionalism

Resources

McCormick, Robert. *Complete Court Reporter's Handbook and Guide for Realtime Writers.* 5th. Upper Saddle River, NJ:Prentice Hall, 2009.

"Guide to Judicial Policy" *Court Reporting*. Vol 6., Ch. 1. 2020. https://www.uscourts.gov/sites/default/files/guide_vol06.pdf

US Legal Suport, The Power of Commitment. *Reporters' Manual*. US Legal Suport, The Power of Commitment, 2017. https://scheduledepo.com/wp-content/uploads/2018/01/USLS-REPORTER-MANUAL-Rev.-03.2017.pdf

Stenovations. *DigitalCAT User Manual*. 1st. 2006. 2006.

Bergman, Paul and Sara J. Berman. *The Criminal Law Handbook, Know Your Rights, Survive the System*. 16th ed. Berkely, CA: Nolo, 2020.

Resources Other

1. A.Faculty-created materials
2. B.Actual Court Transcripts
3. C.NCRA listserv
4. Famous Trials by Professor Douglas O. Linder, https://famous-trials.com/ . 2021.
5. Supreme Court of the United States. Argument Transcript.   https://www.supremecourt.gov/oral_arguments/
   argument_transcript/2020 (https://www.supremecourt.gov/oral_arguments/argument_transcript/2020/)

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