CCR-2740: DIGITAL REPORTING TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-2740 : Digital Reporting Technology

Board of Trustees:
March 2020

Academic Term:
Fall 2020

Subject Code
CCR - Captioning and Court Reporting

Course Number:
2740

Title:
Digital Reporting Technology

Catalog Description:
Instruction in digital reporting and transcription. Emphasis on digital court reporting software, hardware, digital reporters’ professional responsibilities, and transcript production.

Credit Hour(s):
4

Lecture Hour(s):
3

Lab Hour(s):
3

Requisites

Prerequisite and Corequisite
CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production, and CCR-1650 Terminology for the Transcriber.

I. ACADEMIC CREDIT

Academic Credit According to the Ohio Department of Higher Education, one (1) semester hour of college credit will be awarded for each lecture hour. Students will be expected to work on out-of-class assignments on a regular basis which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. For laboratory hours, one (1) credit shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required since three hours will be in the lab (i.e. Laboratory 03 hours). Whereas, one (1) credit shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following up the laboratory experience (i.e. Laboratory 02 hours). Credit is also awarded for other hours such as directed practice, practicum, cooperative work experience, and field experience. The number of hours required to receive credit is listed under Other Hours on the syllabus. The number of credit hours for lecture, lab and other hours are listed at the beginning of the syllabus. Make sure you can prioritize your time accordingly. Proper planning, prioritization and dedication will enhance your success in this course.

The standard expectation for an online course is that you will spend 3 hours per week for each credit hour.

II. ACCESSIBILITY STATEMENT

If you need any special course adaptations or accommodations because of a documented disability, please notify your instructor within a reasonable length of time, preferably the first week of the term with formal notice of that need (i.e. an official letter from the Student Accessibility Services (SAS) office). Accommodations will not be made retroactively.

For specific information pertaining to ADA accommodation, please contact your campus SAS office or visit online at https://www.tri-c.edu/student-accessibility-services/). Blackboard accessibility information is available at http://access.blackboard.com.

Eastern (216) 987-2052 - Voice. (216) 987-2423 - Fax
Metropolitan (216) 987-4344 – Voice.
III. ATTENDANCE TRACKING

Regular class attendance is expected. Tri-C is required by law to verify the enrollment of students who participate in federal Title IV student aid programs and/or who receive educational benefits through other funding sources. Eligibility for federal student financial aid is based in part on enrollment status.

Students who do not attend classes for the entire term are required to withdraw from the course(s). Additionally, students who withdraw from a course or stop attending class without officially withdrawing may be required to return all or a portion of their financial aid based on the date of last attendance. Students who do not attend the full session are responsible for withdrawing from the course(s).

Tri-C is responsible for identifying students who have not attended a course before financial aid funds can be applied to students' accounts.

Therefore, attendance is recorded in the following ways:

- For in-person and blended-learning courses, students are required to attend the course by the 15th day of the semester (or equivalent for terms shorter than five weeks) to be considered attending. Students who have not met all attendance requirements for in-person and blended courses, as described herein, within the first two weeks or equivalent, will be considered not attending.
- For online courses, students are required to log in at least two times per week and submit one assignment per week for the first two weeks of the semester, or equivalent to the 15th day of the term. Students who have not met all attendance requirements for online courses, as described herein, within the first two weeks or equivalent, will be considered not attending.

At the conclusion of the first two weeks of a semester or equivalent, instructors report any registered students who have "Never Attended" a course. Those students will be administratively withdrawn from that course. However, after the time period in the previous paragraphs, if a student stops attending a class or wants or needs to withdraw, for any reason, it is the student's responsibility to take action to withdraw from the course. Students must complete and submit the appropriate Tri-C form by the established withdrawal deadline.

Tri-C is required to ensure that students receive financial aid only for courses that they attend and complete. Students reported for not attending at least one of their registered courses will have all financial aid funds held until confirmation of attendance in registered courses has been verified. Students who fail to complete at least one course may be required to repay all or a portion of their federal financial aid funds and may be ineligible to receive future federal financial aid awards. Students who withdraw from classes prior to completing more than 60 percent of their enrolled class time may be subject to the required federal refund policy.

If illness or emergency should necessitate a brief absence from class, students should confer with instructors upon their return. Students having problems with coursework due to a prolonged absence should confer with the instructor or a counselor.

IV. LEARNING OUTCOMES ASSESSMENT

Occasionally, in addition to submitting assignments to their instructors for evaluation and a grade, students will also be asked to submit completed assignments, called ‘artifacts,’ for assessment of course and program outcomes and the College’s Essential Learning Outcomes (ELOs). The artifacts will be submitted in Blackboard or a similar technology. The level of mastery of the outcome demonstrated by the artifact DOES NOT affect the student's grade or academic record in any way. However, some instructors require that students submit their artifact before receiving their final grade. Some artifacts will be randomly selected for assessment, which will help determine improvements and support needed to further student success. If you have any questions, please feel free to speak with your instructor or contact the Learning Outcomes Assessment office.

V. CONCEALED CARRY STATEMENT

College policy prohibits the possession of weapons on college property by students, faculty and staff, unless specifically approved in advance as a job-related requirement (i.e., Tri-C campus police officers) or, in accordance with Ohio law, secured in a parked vehicle in a designated parking area only by an individual in possession of a valid conceal carry permit.

As a Tri-C student, your behavior on campus must comply with the student code of conduct which is available on page 29 within the Tri-C student handbook, available at http://www.tri-c.edu/student-resources/documents/studenthandbook.pdf You must also comply with the College’s Zero Tolerance for Violence on College Property available at http://www.tri-c.edu/policies-and-procedures/documents/3354-1-20-10-zero-tolerance-for-violence-policy.pdf

VI. CORONAVIRUS/COVID-19 STATEMENT

Students are responsible for adhering to all College health and safety guidance, including that which relates to the COVID-19 pandemic.

Public health requirements and standards are changing rapidly, and the College is adapting its guidance accordingly. Please check your Tri-C email and visit tri-c.edu/coronavirus regularly for updates.

All students must adhere to the following general guidelines, until further notice:

- Remain at home if you are ill or experiencing symptoms of illness. Do not attend any in-person class or gathering.
• Notify your instructor(s) if you are ill, have tested positive for COVID-19, or were exposed to an individual who has tested positive for COVID-19 and they will report the information to the Tri-C Compliance & Risk Management team and you may be contacted for follow-up information.
• Wear a mask or face covering at all times, including, but not limited to: upon entering and exiting any Tri-C facility, in class, and in all common areas.
• Maintain a distance of at least six feet between yourself and others at all times and if you must pass near an individual do it quickly and do not linger.
• Provide the College with relevant information about your current health status and participate in any required on-site checks (e.g., temperature checks, current contact information, symptom profile, etc.).
• Use only designated areas of Tri-C facilities, including entrances and exits. Sign in and out of Tri-C facilities as directed.

The general guidelines listed above do not encompass all coronavirus-related guidance. These guidelines are subject to change at the discretion of the College and under the direction of public health authorities. Students who fail to adhere to this guidance may be subject to disciplinary action under the College’s Student Code of Conduct and the Student Judicial Code.

Outcomes
Course Outcome(s):
Set up/connect components, perform equipment pre-checks, and utilize digital reporting hardware/equipment to accurately record any type of court proceeding, deposition, or administrative hearing.

Objective(s):
1. Identify and describe the components of digital reporting hardware and how they function.
2. Describe the setup of digital reporting hardware in a legal environment.
3. Describe equipment testing procedures.
4. Discuss the minimum requirements of digital reporting hardware to ensure adequate quality recording and monitoring.
5. Identify the key locations in various courts at all levels for microphones and equipment.
6. Discuss considerations for microphone placement, pick-up patterns, and channel separation.
7. Evaluate the environment for optimal recording.
8. Demonstrate set up and tear down of equipment in various environments.
10. Demonstrate recording of audio.
11. Describe microphone directional properties.
12. Discuss potential equipment malfunctions/failures and possible resolutions/troubleshooting techniques.
13. Discuss the importance of using secondary recording devices as backups.
15. Troubleshoot recording/playback issues.
16. Discuss the importance of recording a test audio.
17. Demonstrate playback of audio recording upon request.
18. Explain the importance of confidence monitoring and how to conduct it.

Course Outcome(s):
Simulate use of digital recording software to capture, retrieve, monitor, play, annotate, distribute, and archive recordings of court proceedings, depositions, or administrative hearings.

Objective(s):
1. Activate basic features of digital recording software programs.
2. Open and save annotations using digital recording software programs.
3. Search for and replay recorded audio in a digital recording software program.
4. Describe software recording options.
5. Set Audio preferences on digital recording software.
6. Troubleshoot recording/playback issues in current version of Windows.
7. Create a new file in Digital Recording Equipment.
8. Setup Log Note File and Function Key markers.
9. Manage computer desktop screen space.
10. Pause and stop audio recording.
11. Troubleshoot low audio level warning.
13. Upload audio files from backup audio devices into temporary directory.
14. Move the Digital recording equipment audio file and Log Notes into the temporary directory.
15. Rename all files according to the file naming convention.
16. Edit and add additional transcriber notes to the Log Notes in a text editor.

**Course Outcome(s):**
Simulate ability to perform Digital Reporting Responsibilities for court proceedings, depositions, or administrative hearings.

**Objective(s):**
1. Identify microphone placement for participants in legal proceedings including the judge, attorneys, and witnesses.
2. Identify microphone placement in various legal environments including courtrooms, conference rooms, and depositions.
3. Take log notes of multiple voices.
4. Track of direct, cross, redirect and re-cross examinations.
5. Use Q and A Markers in examinations.
6. Playback audio recording when requested (readbacks).
7. Edit and add additional transcriber notes to the Log Notes in a text editor.
8. Discuss how to address a situation when speakers are difficult to hear.
9. Discuss how to handle/record whispered off the record conversations.
10. Discuss how to record sidebar/blech conferences.
11. Discuss how to record voir dire proceedings.
12. Discuss how to document non-verbal events.
13. Discuss how to work with translators and interpreters.
14. Explain the importance of creating a list of terms and phrases to assist the transcriber, within annotations or separately.
15. Explain the requirement of being a notary public in good standing.

**Methods of Evaluation:**
1. Homework
2. Projects
3. Tests

**Course Content Outline:**
1. Microphones
   a. Types of microphones
   b. Microphone pickup pattern
   c. Microphone cost
   d. Microphone connectors
2. Digital Mixers
   a. Input type
   b. Microphone preamps
   c. Output types
   d. Phantom power
   e. Front and rear microphone switches
   f. Gain pad
   g. Power indicator
3. Video Enhancement
4. Computers
   a. Compatible operating systems
   b. RAM and processor speed
   c. Storage
   d. Network
   e. Optical drives
   f. Peripheral ports
   g. Power
5. Setting up for a digital reporting assignment throughout a variety of legal environments including depositions, trials, and hearings.
6. Microphone placement
   a. Judges
   b. Witnesses
   c. Attorneys
d. Sidebar

e. Conference rooms

7. Equipment Maintenance
   a. Microphones
   b. Cables
   c. Headphones
   d. Computer
   e. Sound Card
   f. Audio Device

8. Getting a Good Record
   a. When to record
   b. Monitoring recording
   c. Identify speakers
   d. Handling inability to hear speakers
   e. Whispered off-the-record conversations
   f. Sidebar/bench conferences
   g. Voir dire
   h. Non-verbal events
   i. Working with Translators and Interpreters

9. Digital Reporting Software Terminology
   a. Capture
   b. Retrieve
   c. Monitor
   d. Play
   e. Annotate
   f. Distribute

10. Describe Peripherals

11. Describe Archiving

12. Define Compression

Resources


Resources Other

Faculty-created materials
Legal transcripts from various court proceedings

Top of page
Key: 4773