



CRP 242 – Court Reporting Computer Technology

Information Systems Technology Department

Semester:

Catalog Course Description:	This course is a study of computer-aided transcription for court reporters with emphasis on accuracy.
Prerequisite(s):	CRP 141
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
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Departmental Assistant:	Kristine Newton newtonk@midlandstech.edu
Department Chair:	Bruce Martin martinb@midlandstech.edu
Textbook(s):	None
Equipment:	Steno Machine, Steno paper, tape recorder/tapes, USB Flash Drive or some other type of computer storage device.

Course Objectives: Upon completion of this course the student will be able to:

1. Produce salable transcripts of at least ten pages on a computer-aided transcription system from the student's own stenographic notes, including:
 - a) Title page
 - b) Index
 - c) Jury charge/opening and /or closing statements, if applicable
 - 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. Produce a five-minute, first-pass transcript with a goal of 95% translation rate, commensurate with each student's writing ability.
3. Demonstrate knowledge of basic hardware care, maintenance, and setup of a realtime system.
4. Demonstrate understand and application of the body of knowledge required in technology through systematic testing and/or projects.

Course Outcomes and Competencies:

Intended Course Outcome #1:

Students will demonstrate the ability to produce a five-minute, first-pass transcript using realtime technology.

Course Competency:

Students will demonstrate the ability to produce a five-minute, first-pass transcript using realtime technology with an accuracy of 95% or higher.

Performance Measurement Instrument:

Students are required to complete a minimum of three, five-minute, first-pass transcripts using realtime technology. The success criterion is that 80% of students will write with 95% accuracy or higher.

Intended Course Outcome #2:

Students will demonstrate knowledge of basic hardware care, maintenance and setup of a realtime system.

Course Competency:

Students will demonstrate the ability of using and caring for a realtime system through systematic testing.

Performance Measurement Instrument:

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success criterion is that 80% of the students will answer the questions correctly.

Intended Course Outcome #3:

Students will demonstrate knowledge of transcript production using the proper format and guidelines.

Course Competency:

Students will demonstrate the ability of transcript production using the proper format and guidelines through actual production of transcripts.

Performance Measurement Instrument:

Students are required to complete a minimum of four transcription projects. The success criteria is that 80% of the students will produce transcripts with an accuracy of 85% or higher.

Course Attendance:

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an **EXCUSED ABSENCE**. On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is **still** twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion.

For classes that meet **twice a week**, you are allowed no more than **4 absences**; classes meeting **3 times a week**, you are allowed no more than **6 absences**. It is the student's responsibility to keep track of the number of classes missed. If the number of classes missed exceeds the allowed absences, the student will be dropped from the class and will receive a "W" or "WF" as the final grade based upon the grade status as of the last class attendance.

Late arrivals disrupt class and interfere with student learning. To eliminate this, students should not be late for class or leave before class has been dismissed. If you arrive after attendance has been taken, you will be marked absent. It is your responsibility to see the instructor after class on the day of the late arrival to have your absence changed to a tardy. **Three tardies** is equivalent to **one** absence.

Please note the following: You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements:

This advanced technology class includes hands-on instruction in:

- I. Computer-Aided Transcription:
 - A. Operating a computer-aided transcription system.
 - B. Basic care and maintenance of the electric writer and peripherals.
 - C. System support (customer service, software support, etc.).
 - D. Understanding of computer-aided transcription terminology
 - E. Application of computer functions:
 1. Producing a transcript:
 - Reading
 - Translating
 - Editing
 - Printing
 - Using parentheticals
 2. Dictionary management to include:
 - Editing of entries
 - Adding new entries
 - Archival of dictionary files
- II. Instruction in the following may include:
 - Lecture
 - Video Tape
 - Hands-on instruction to provide familiarity in:
 - Computer Operation Systems/computer literacy:
 1. Disk Operating System (DOS). (DOS function card)
 2. Windows
 3. Creating an ASCII disk
 4. Overview of Internet applications
- A. Realtime application:
 1. Instruction in operating a realtime-translation system.
 2. Instruction in setting up and operating realtime-related hardware.
 3. Role of the realtime reporter in proceedings:
 - a) Speaker identification
 - b) Realtime transcript, composition, and formatting
 4. Utilizing all available resource material to prepare for writing realtime.
 5. Psychology of writing realtime
 6. 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, 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, etc
 - i) Case tracking
 - j) Word processing
 - k) File storage – archival/retrieval computer systems
 - l) Coordinating activities with court administration on CIC matters
 - m) Telecommunications (Telephonic, video conferencing)
 - n) Public relations

- o) Distribution of transcripts, ASCII diskettes, etc
- 7 Realtime reporting in the deposition environment:
 - a) Available hardware and software technology
 - b) Equipment setup
 - c) Telecommunications
 - d) Participants' needs
 - e) Litigation support
 - f) Public relations
- 8 Realtime reporting in the Captioning/CART environment:
 - a) Available hardware and software
 - b) Equipment setup
 - c) Participants' needs
 - d) Public relations
 - e) Interacting with faculty, students, and support staff.
 - f) Sign language/deaf culture
- 9 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) Prenews/program preparations
 - g) Quality industry
 - h) Off-line/post production
 - i) Broadcast industry
 - j) Broadcast production format and materials
 - k) Current events
 - l) Broadcast/news production equipment
 - m) Audience

- B. Litigation Support:
 - 1 An overview of litigation support such as ASCII disks, keyword indexing, etc
 - 2 An overview of the role of litigation support in the judicial system.
 - 3 An overview of the reporter's role in litigation support.

- C. Videotaping:
 - 1 An overview of the use of video equipment in trials and depositions
 - 2 An overview of NCRA's Certified Legal Video Specialist program.

D. Information on related software packages, such as spreadsheets, word processing scheduling, and job tracking.

Students are expected to participate in class discussion and turn in all assignments as instructed.

The instructor is **not required** to permit late work or makeup work and may assign a grade of zero in this case. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements **prior to the due date** of the assignment in question.

Grading Scale:	94-100	A	Superior Work
	87-93	B	Good Work
	78-86	C	Average Work
	0-77	F	Unsatisfactory Work

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

Course Topic Outline/Course Calendar with Assignments: Will be provided by instructor



College Policies

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.