



CRP 243 – Court Reporting Computer Technology III

Information Systems Technology

Semester:

Catalog Course Description:	This course is a study of computer-aided transcription of court reporters with emphasis on accuracy.
Prerequisite(s):	CRP 242
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 Required
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 pageSuch 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 the student's progress level.
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.

INSTUTIONAL STANDARDS: This advanced technology class includes hands-on instruction in:

- A. Computer-Aided Transcription:
 - A. Operating a computer-aided transcription system
 - B. Basic care and maintenance of the electronic 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
 - Include files

2. Dictionary management to include:

- Editing of entries
- Adding new entries
- Archival of dictionary files

B. Instruction in the following may include:

- Lecture
- Video Tape
- Hands-on instruction to provide familiarity in:

A. Computer Operation Systems/computer literacy:

1. Disk Operating System (DOS). (DOS function card)
2. Windows
3. Creating an ASCII disk
4. Understand computer terminology.
5. Overview of Internet applications

B. 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
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
- g) Ancillary (audio, video, etc.) personnel
- 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
- C. 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.
- D. 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.
- E. Information on related software packages, such as spreadsheets, word processing scheduling, and job tracking.

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 a 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 criterion 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**. 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:

- I. Computer-Aided Transcription:
 - A. Operating a computer-aided transcription system.
 - B. Basic care and maintenance of the electronic 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
 - Include files
 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:
 - A. Computer operation systems/computer literacy:
 - 1 Disk Operating System (DOS). (DOS function card).
 - 2 Windows.
 - 3 Creating an ASCII disk.
 - 4 Understanding computer terminology.
 - 5 Overview of Internet applications.
 - B. 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 administrators 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.
 - g) Ancillary (audio, video, etc.) personnel.
- 9 Realtime reporting in the broadcast environment:
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 - b) Coordinating support staff.
 - c) Available hardware and software technology.
 - d) Newsroom systems/interfaces.
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- f) Prenews/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.
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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

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