CCR-1601: COURT REPORTING TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-1601 : Court Reporting Technology
Board of Trustees:
MAY 2025

Academic Term:
Fall 2025

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 National Court Reporter's Association 's (NCRA) Certified Legal Video Specialist (CLVS) program.
4. Demonstrate basic computer competence.
5. Define basic Computer Aided Transcription (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 CAT 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

The Course Schedule is subject to change due to pedagogical needs, instructor discretion, parts of term, and unexpected events.

Resources for the Instructor

Chen. G. *MEDICAL TERMINOLOGY: A Quick & Easy Reference Book: Basics of Terminology, Anatomy, and Abbreviations*. Philadelphia: PENN Medical Education Publishing, 2023. April 23, 2023.

Temple, John. *Medical Terminology Made Simple: Easily Learn, Memorize, and Pronounce Medical Terms*. NY: Callisto, 2023. February 14, 2023.

Editors, Journal of Court Reporting. "CAT Software for new reporters" Reston, VA, National Court Reporters Association, 2024.

Jackson, Johnny. "Realtime software functions" Reston, VA, National Court Reporters Association, 2022.

Kingsley, Kyle. *Ultimate Medical Scribe*. 2nd. CreateSpace Independent Publishing Platform, 2023. April 12, 2023.

Barger, Coleen M. *ALWD Guide to Legal Citation*. 7th ed. Wolters Luwer Law & Business, 2022.

Advantage Software. *Total Eclipse Software Manual*. Chicago, IL: Advantage Software, 2024. 2024.

Additional Resources for the Instructor
1. Faculty-created course guide
2. Faculty-created instructional materials

Top of page
Key: 4712