

CCR-2741: DIGITAL REPORTING TECHNOLOGY

Cuyahoga Community College

Viewing: CCR-2741 : Digital Reporting Technology

Board of Trustees:

December 2025

Academic Term:

Fall 2026

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2741

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):

3

Lecture Hour(s):

2

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production.

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.
9. Demonstrate performance of equipment pre-check procedures.
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.
14. Explain proper maintenance and storage procedures for digital recording equipment.
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.
12. Back up digital recording equipment files.
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/blench 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. Digital reporting assignment set up
 - a. Depositions
 - b. Trials
 - c. 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

Religious Accommodation

Before reviewing the course schedule, students should carefully review the following religious accommodation policy and other required instructional policies:

Religious Accommodation:

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. Please submit requests for accommodations at this link: <https://portal2.tri-c.edu/ReligiousAccommodation/ReligiousAccommodationForm>. Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the College's Office of General Counsel and Legal Services by phone at 216.987.4856 or via email at legal@tri-c.edu.

Other Required Instructional Policies:

<https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf>

Weekly Schedule

	Topics
Week 1	Realtime system applications
Week 2	Realtime reporting in depositions
Week 3	Realtime reporting in classrooms
Week 4	Realtime reporting in seminars, conferences, and conventions
Week 5	Realtime reporting in broadcast environments
Week 6	Job search preparation and resume
Week 7	Workplace etiquette
Week 8	Role of the realtime reporter in proceedings
Week 9	Psychology of writing realtime
Week 10	Litigation supports
Week 11	Transcript distributions
Week 12	Computer and transcript production - title page and index pages
Week 13	Computer aided transcript production - direct and cross-examinations
Week 14	Computer aided transcript production - parentheticals and colloquy
Week 15	Computer-aided transcript production - certification pages
Week 16	Review and finals week

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

Required/Recommended Readings

Advanced technology course guides - Authored by Jen Krueger and Kelly Moranz

Resources for the Instructor

Boda-Bahm, Kenneth; Gabriel, Richard. (2022) (January 1, 2022) *The Online Courtroom: Leveraging Remote Technology in Litigation*, Chicago: ABA Book Publishing.

Wick, Kenneth. (2023) (August 13, 2023) *Wick's Punctuation Rules for Court Reporters*, Independently Published.

Wick, Kenneth. (2023) (October 7, 2023) *Wick's Punctuation Rules for Court Reporters: Workbook*, Independently Published.

Additional Resources for the Instructor

Faculty-created materials

Legal transcripts from various court proceedings

www.AAERT.org

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