TAFTCOLLEGE

Court Reporting (CTRP) 1015 Computer-Aided Transcription (3 Units)

Prerequisite: Successful completion of CTRP 1010 with a grade of "C" or better.

Prerequisite knowledge and skills:

Before entering the course, the student should be able to:

1. record dictated simple one and two stroke words, arbitraries, punctuation symbols, numbers, and amounts of money,
2. transcribe recorded dictated material with 95 percent accuracy,
3. read fluently and accurately from shorthand notes, and
4. demonstrate basic knowledge of computer skills.

Hours and Units Calculations:
48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: This course introduces computer-aided transcription (CAT), basic applications of real-time writing, transcript production, and computer techniques. This course covers the use of CAT software to produce a transcript from beginning to end, and continues to build and edit a usable dictionary.

Type of Class/Course: Degree Credit

Text: Stenograph. *Learn To Use Case CATalyst*. Versions 18, Steno Solutions, 2019.

Course Objectives:

By the end of the course, a successful student will be able to:

1.   Identify computer-aided transcription concepts and terminology used with computer software unique to court reporting.

2.   Use real-time skills, build and backup a CAT dictionary, create, format, edit, store, retrieve, and print different types of documents using computer-aided transcription software.

3.   Use the advanced features of the computer-aided transcription software including real-time techniques and will be able to describe the functions of related CAT software.

Course Scope and Content:

Unit I   Setup User and Unit Files

A.   First-time Setup
B.   Downloading Unit Files

Unit II   Windows Basics
        A.   Windows Terminology
        B.   Cursor Movement and Functions Using the Mouse

Unit III   Software Overview
        A.   Functions
        B.   Icons and Case Folders

Unit IV   Basic Steps For Transcript Production
        A.   Terminology
        B.   The Basic Process to Produce a Transcript
        C.   Read Notes into a Job
        D.   Translate and Edit
        E.   Saving the file
        F.   Printing a File
        G.   Updating the Dictionary

Unit V   More Edit Features
        A.   Format symbols, punctuation shortcuts, and using include files.

Unit VI   Managing Jobs
        A.   Main Screen
        B.   Viewing Options
        C.   Accessing Files
        D.   User Files

Unit VII   Read Options and Manage Notes
        A.   Reading Multiple Files

Unit VIII Managing Dictionary
        A.   Types of dictionaries
        B.   Dictionary options
        C.   Edit features
        D.   Tools

Unit IX   Translate Options
        A.   Access translate options menu
        B.   How to enhance translation accuracy

Unit X   Customizing Views and Bars
        A.   Identify Window Tabs and the Auto-hide button

Unit XI   Page Layouts
        A.   Opening, modifying, printing and saving page layouts

Unit XII   Using Page Layouts
        A.   Working with headers, page numbers, line numbers and viewing the page layout.

Unit XIII   Creating and Using Include Files

A. Naming include files
B. Inserting conflicts and variables
C. Sample include files

Unit XIV   Advanced Edit Commands
A. Cursor movement
B. Searching
C. Replacing Text
D. Number conversions
E. Cut, copy and paste

Unit XV   More Advanced Edit & Job Practice
A. Job Practice
B. Globals
C. Proofreading tools

Unit XVI   Edit Options, Skill Refinement
A. Scan for Options
B. Auto Recover
C. Changing Display Colors

Unit XVII   Indexing
A. Overview of Basic Indexing

Unit XVIII Import, Export, Create ASCII, Concordance Index & Compress Print
A. Import, Export
B. Create ASCII and Case Compress
C. RTF/Court Reporter Extension and ASCII formats

Unit XIV   Keyboard Maps, Macros, & Skill Refinement
A. Editing shortcuts with keys and macros

Unit XX   Realtime Basics
A. Start and End Realtime session
B. Perform commands from the writer

Unit XXI   Brief it
A. Overview of punctuation lessons in relation to Realtime

Unit XXII   Punctuation
A. Writing punctuation within Case CAT

Unit XXIII EZ Speakers
A. Creating a job dictionary with speaker identification strokes

Unit XXIV   StenoKeys
A. Writing in realtime in Windows programs such as Word, WordPerfect, email and online chats.

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Prepare for weekly quiz
2. CAT program dictionary building
3. Complete assignments

Methods of Instruction:

1. Workbook assignments
2. Lecture
3. Class discussion
4. Group work

Methods of Evaluation

1. Tests and quizzes
2. Class discussion
3. Final exam

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable

Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting