

9/16/2022 DATE



REQUIRED COURSE



ELECTIVE COURSE

Business DIVISION



NEW COURSE



REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CRT-072		TITLE: (30 Characters Max)		Courtroom Procedures & Technology					
SEM CR HRS:	3	Lecture:		3	Lab:	0	SOE/ Internship:		0	ECH:	3
Course Level:	<input type="checkbox"/> Gen Ed / IAI		<input checked="" type="checkbox"/> Career/Technical		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0	
	<input type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Dev Ed/ Not in Degree Audit								
COURSE PCS #	12		IAI Code				Contact Hours Per Week				
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 wks	300
Prerequisites:											
Catalog Description: (40 Word Limit)		Focuses on the role of the official and freelance reporter, confidentiality of proceedings, preparation of deposition/court transcripts, deadlines, storing notes, reporting techniques and ethics. Students also learn to use computer-aided transcription software to complete transcripts and write in real-time.									

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Administering the Oath	1			
Handling Exhibits	2			
Responsibility for the Record	5			
Transcript Preparation, Filing, and Deadlines	8			
Ethics	5			
Read and translate steno notes	5			
Edit transcripts	3			
Print	1			
Dictionary build	5			
Include files	5			
Shortcuts	5			
TOTAL		45	0	0

EVALUTION			
QUIZZES <input type="checkbox"/>	EXAMS <input type="checkbox"/>	ORAL PRES <input type="checkbox"/>	PAPERS <input type="checkbox"/>
LAB WORK <input type="checkbox"/>	PROJECTS <input checked="" type="checkbox"/>	COMP FINAL <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

COURSE MATERIALS	
TITLE:	The Deposition Handbook
AUTHOR:	
PUBLISHER:	NCRA
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	

TITLE:	Software Manual (Case Catalyst)
AUTHOR:	Stenograph Corporation
PUBLISHER:	
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	2018

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Administering the Oath	1	1. Recognize the difference between "swearing" or "affirming." 2. Understand how to place a minor under oath. 3. Understand giving the oath in telephonic or video depositions.
Handling Exhibits	2	1. Understand marking and maintaining exhibits as a freelance reporter. 2. Understand marking exhibits as an official reporter. 3. Become familiar with variety of exhibits and different methods of marking same.

Responsibility for the Record	5	<ol style="list-style-type: none"> 1. Understand realtime court reporter's responsibility in preserving the record. 2. Understand how to certify questions. 3. Understand responsibility to interrupt speaker as needed. 4. Understand reporter's role in reading and signing depositions.
Transcript Preparation, Filing, and Deadlines	8	<ol style="list-style-type: none"> 1. Understand the different transcript deadlines and responsibilities of official and freelance reporters. 2. Understand transcript formatting guidelines as set forth by NCRA and State of Illinois Administrative Regulations. 3. Understand appeal deadlines for official court reporters.
Ethics	5	<ol style="list-style-type: none"> 1. Recognize and adhere to ethical and confidentiality requirements for reporters as set forth by NCRA. 2. Recognize and adhere to ethical and confidentiality requirements for official reporters as set forth in the Administrative Regulations. 3. Understand which court hearings are strictly confidential and which are public hearings.
Read and translate steno notes	5	<ol style="list-style-type: none"> 1. Transfer sd card from steno machine to computer. 2. Complete connection of steno machine to computer for realtime writing. 3. Read and translate notes against personal dictionary.
Edit transcripts	3	<ol style="list-style-type: none"> 1. Illustrate on the computer how to make corrections to transcript using specialized keyboard. 2. Transfer files to USB, CD, or other backup device. 3. Understand the importance of archiving.
Print	1	<ol style="list-style-type: none"> 1. Demonstrate the printing of paper transcript. 2. Create ASCII or PDF format. 3. Demonstrate how to email transcript.
Dictionary build	5	<ol style="list-style-type: none"> 1. Modify, create, and use master dictionary. 2. Modify, create, and use job dictionary. 3. Create backups of master dictionary.
Include files	5	<ol style="list-style-type: none"> 1. Modify or create and insert title page. 2. Modify or create and insert certificate page. 3. Modify or create and insert parentheticals. 4. Modify or create and insert other files as needed.
Shortcuts	5	<ol style="list-style-type: none"> 1. Utilize time-saving editing shortcuts. 2. Memorize and utilize hyperkeys or macros. 3. Program hyperkeys or macros.
Insert New Line Above this Line		
45		

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Summarize realtime official reporter's role in the trial process.
	Explain transcript deadlines and filing requirements.
	Display understanding of ethical requirements and ability to conform to same.
	Prepare completed transcript from steno notes using computer-aided transcription software.
	Explain basics of computer-aided transcription software.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.