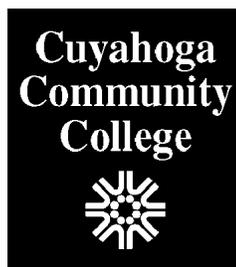# CUYAHOGA COMMUNITY COLLEGE

CAPTIONING AND COURT REPORTING

INFORMATION BOOKLET

Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, Ohio 44130

Phone: 216-987-5113
Fax: 216-987-5013
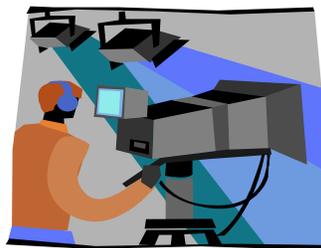

http://www.tri-c.edu/ccr

Imagine being a part of . . .

… the drama of the courtroom, where life and death decisions are made *or*…

… the excitement of a boardroom, where business deals are negotiated *or*…

… the creation of television programming, where your work reaches a national audience *or* …

… the satisfaction of the classroom, where you assist students with physical challenges!

WHAT IS A COURT REPORTER?

A court reporter is an individual who utilizes a stenotype machine or voicewriting technology to capture all the spoken words in a legal proceeding or other event. These words can be presented on computer or television screens, displaying the instant voice-to-text translation. The captured words can also be translated into text for use in documents such as trial transcripts, medical reports, and so on.

Specialized software enables this voice-to-text translation. Captioning and court reporting students learn to use this software with either a stenotype machine or speech recognition engine.

This is a list of some of the employment opportunities that exist with court reporting technology training:

Official Court Reporter
Freelance Reporter
CART Provider
Broadcast Captioner
Convention Reporter
Webcaster
Scopist
Medical Transcriptionist
Legal Transcriptionist

CAREER OUTLOOK

According to the Bureau of Labor and Statistics, "employment of court reporters is projected to grow 14%" through 2020."   For more information, view the report
through this link: http://www.bls.gov/oco/ocos152.htm.

POTENTIAL EARNINGS

Judicial reporters earn an average of $65,000 to $72,000

CART providers earn an average of $35,000 to $65,000

Medical transcriptionists and scopists earn an average of $31,000 to $40,000

Captioners earn an average of $45,000 to $80,000

Information obtained from www.ncraonline.org and www.bls.gov

For more information about careers in the Captioning and Court Reporting industry, visit the following websites:

www.ncraonline.org (National Court Reporters Association, NCRA)

www.nvra.org (National Verbatim Reporters Association, NVRA)

www.bestfuture.com

CAREER TRACKS

Students may choose to go into the following career tracks after attaining a skill level of 225 words per minutes (wpm) as a steno writer or as a voice writer:

- **Judicial Reporting:** Positions may be attained in a freelance office and hired by attorneys to report depositions or in the courts. The U.S. Department of Labor projects that court reporting job opportunities will grow as fast as the average for all occupations.

- **CART** (Communication Access Realtime Translation) **providers:** CART is a word-for-word speech-to-text interpreting service for people who need communication access. Work in a variety of settings providing instant translation to the hearing or visually impaired. A CART provider uses a steno machine, notebook computer and realtime software to render instant speech-to-text translation on a computer monitor or other display for the benefit of an impaired individual or larger group in a variety of settings. Some CART environments might be: business, government, educational functions, classrooms, courtrooms, religious services, senior citizen meetings, conventions/conferences, banking and investment transactions, or anywhere communication access is needed. A CART provider is sensitive to the varying needs of the impaired person(s).

- **Broadcast Captioning:** Captioning of live television programs is done by specially trained court reporters called broadcast captioners. Federal rules require captioning of hundreds of hours of live programming each week, creating a surge in career opportunities. The demand for jobs in broadcast captioning is expected to grow 300%.

Students may choose to go into the following career tracks after attaining a skill level of 140 wpm as either a steno writer or a voice writer:

- **Transcriptionist:** A variety of opportunities exist to transcribe dictated materials created by doctors, lawyers, law enforcement investigators and so forth that need to be transferred into document form.

- **Scopist:** Court reporters often employ individuals to assist in editing and proofreading their transcripts. These workers, known as scopists, use their knowledge of legal proceedings and steno or voice technology in the production of a final transcript.

TECHNOLOGY CHOICES

Individuals who work in the court reporting industry may utilize either steno machine technology or voicewriting software technology to accomplish their work. Each method prepares students for entry-level employment in voice-to-text translation opportunities, such as jobs as judicial and/or freelance reporters, CART providers, captioners, transcriptionists, and so on.

Steno Machine Writers

Students learn to use a stenotype machine and specialized software to type (write) spoken words and have them transferred into text. Students learn a special language, known as theory, to enable them to type at a goal speed of 225 words per minute.

A stenotype machine is a computer-compatible device which has 26 keys designed to be manipulated in a particular manner that permits multiple words to be written with one keystroke.

Industry-specific software is used to allow the steno machine to communicate and interact with your computer so that what is written on the steno machine can be translated into English and displayed on computer screens in realtime.

Voicewriters

Students learn to use a speech recognition engine and specialized software to listen and repeat (dictate) spoken words and have them transferred into text. Students learn to dictate in a manner which enables them to voicewrite at a goal speed of 225 words per minute.

A voicewriting speech recognition engine is software that is trained to recognize an individual's voice and create vocabulary that represents multiple words spoken in one syllable. We teach students to use Dragon and Eclipse, a computer-assisted translation software for court reporters.

Voicewriting is used in many states in the country. This option uses a special apparatus (voice mask) through which the reporter's voice translates into realtime technology on to a computer screen. This option is much like the steno machine, but rather the reporter's voice is used together with special equipment to translate. The same career tracks above are available to voicewriters. *Please note*: Opportunities will be limited to jurisdictions where voicewriting is used.

EDUCATIONAL OPTIONS

Associate of Applied Business Degree:
After completing a full complement of academic and skill-specific courses, students will obtain an Associate of Applied Business with a concentration in Captioning and Court Reporting. Students must complete 63-65 credit hours of study with a grade point average of 2.0, including 47-49 credit hours in court reporting courses. The Captioning and Court Reporting Department strongly recommends that students complete all the requirements for the associate degree. This degree has been approved by the The Higher Learning Commission of the North Central Association of Colleges and Schools. Cuyahoga Community College credits are transferrable to other colleges and educational institutions. This leads to employment as a court reporter, broadcast captioner, and/or CART provider.

Certificate of Proficiency in Captioning and Court Reporting Certified Steno or Voice Writing:
The CCR Program has been certified by the National Court Reporters Association in accordance with their General Requirements and Minimal Standards. Previously degreed students or those not seeking a degree may elect to complete only those courses which meet NCRA guidelines. This option prepares students for the same employment opportunities as the Associate of Applied Business degree.

Court Reporting Technologies Short-term Certificate:
Students who reach a speed of 140 words per minute and take the required 24 credit hours obtain this short-term certificate. This leads to employment opportunities for scopists or transcriptionists in court reporting firms, doctor's offices, or as an independent contractor.

Voicewriting Short-term Certificate:
Students who complete this certificate may begin entry level employment as a court reporter, broadcast captioner, and/or CART provider.

Captioning and CART Short-term Certificate:
Students who have received the Court Reporting Technologies Short-Term Certificate may then go on to complete this specialized concentration of courses leading to employment as a broadcast captioner or CART provider.

GETTING STARTED AT TRI-C

To be eligible for enrollment in the Court Reporting Program, the following requirements must be met:

- Eligibility for ENG 1010

Application Process:

- Complete the free online application found at www.tri-c.edu.
- Complete your FAFSA at www.fafsa.gov. (School code is 003040)
- Send in your official high school and college transcripts directly to:
  Office of the Registrar
  PO Box 5966
  Cleveland, OH 44101-0966
- **New Students** follow this checklist: http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-new-student.pdf.
- **Returning students** follow this checklist: http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-returning-student.pdf.
- **Transfer students** follow this checklist**:** http://www.tri-c.edu/get-started/documents/enrollment-detailed-checklist-transfer-student.pdf.

Registration:

- Select the courses you would like to take. Feel free to contact the Program Manager for assistance in setting up a schedule based on your individual circumstances. Introduction to Court Reporting and Introduction to Voicewriting are offered frequently, allowing students to take this four-week, online, one-credit course in the middle of a semester.

- First semester courses could include any of the following:

STENO WRITERS
- C&CR 1000 Introduction to Court Reporting
- *C&CR 1300 Realtime Theory (steno machine necessary)
- C&CR 1510 Realtime Theory Reinforcement I
- C&CR 1350 Legal Terminology

VOICE WRITERS
- C&CR 1100 Introduction to Voicewriting
- *C&CR 1200 & 1210 Voicewriting I & II (Dragon software necessary for VWI and steno mask with Andrea device required for VWII)
- C&CR 1350 Legal Terminology

- -

*Students must have their equipment once they start the theory classes in either machine or voice.

Machine students must have steno machine equipment for CCR-1300, Realtime Theory, and all classes afterwards.

Voice Writing students must obtain Dragon Naturally Speaking for C&CR-1200/1210, Voicewriting I & II, a steno mask for Voicewriting II and Eclipse Vox for C&CR-1220, Voice Writing III and all voice writing classes afterwards.

Equipment is not necessary for the Introduction courses (C&CR-1000 or C&CR 1100)

Supplies and Equipment:

<u>CAMPUS MACHINE SCHOLARSHIP OPPORTUNITY:</u>

Campus machine scholarships provide campus students with the use of a steno machine (value of $2000) for two years of program use. Please contact the Program Manager at *216-987-5214* for additional information and to determine if you are eligible.

<u>PURCHASING A STENO MACHINE:</u>

Students who are enrolled in Realtime Theory, (C&CR-1300) must have a working stenotype machine to begin.

It is recommended that students purchase a new or used student-model steno machine, such as a 400 SRT or another computer compatible writer. Additionally, in order for your machine to be compatible with DigitalCat, the free student computer-aided transcription (CAT) utilized, purchase of an IOGEAR brand USB to serial adapter is necessary.

Students are encouraged to contact the Program Manager or faculty for information on steno machine purchases.

The following is a list of companies that sell steno machines:

Stenograph is a manufacturer and seller of steno machines. All of these machines are computer compatible. Steno machines come with keys that are all the same size. It is recommended students order wide keys for the **asterisk*** and the –**D** – **Z** keys, as this makes writing on the machine easier.

- Please also note that students, including distance students, can purchase machine through the Tri-C Western Campus book center. This option may permit students to use financial aid (book voucher) for the purchase of the machine. The financial aid office will review individual student options on a case by case basis. You can reach the financial aid office at: 800-954-8742 or financialaid@tri-c.edu.

  - The book center can ship a machine to students wherever they reside. To contact the book center, call 216-987-5550. While Tri-C special orders the steno machines for students, please be aware that the college has no financial interest in the equipment and carries no guarantee beyond that provided by the manufacturer. Additionally, machines are not eligible for resale to the book center.

  - There are several companies which sell or rent refurbished steno machines:

    <u>www. stenoworks.com</u> – Contact: Kerry Brunner (purchase or rentals)
    The program uses this vendor and used machines come with a warranty.
    Rental options are available.

    <u>www.stenotech.com</u>   <u>www.acculaw.com</u>

Other supplies, equipment, and costs include textbooks, paper, three-ring binders, and lab fees.

PURCHASING VOICEWRITING EQUIPMENT:

Students who are enrolled in Voicewriting I & II must have a computer and voicewriting software. Students need to purchase one of the following:

Dragon Naturally Speaking Premium or Professional Version 12.5 version.

Students may purchase the software individually from www.nuance.com to purchase directly or another reputable source.

A headset with microphone and earphones comes with the Dragon software. Some students choose to upgrade the headset by purchasing a Logitech brand. Students need to purchase a steno mask for use in Voicewriting III, such as a Sylencer SmartMic ($310), available at www.techtalk.com. When students are in their second semester, Voicewriting III, they must purchase Eclipse Voice Student software which will be needed in conjunction with the Dragon software. Students can purchase the software from Advantage Software, http://www.eclipsecat.com. The cost is about $599.

Be sure to check with your instructor before making any purchases.

Distance Learning:

- Cuyahoga Community College offers students the ability to study court reporting from remote locations. Court Reporting courses are designed to teach the student how to write on the stenotype machine or with the use of voice recognition software and build their speed in a distance-learning format.

- Students taking courses through distance learning have certain computer requirements.
- The minimum PC Hardware configuration is 300 MHz processor, 56 MB RAM; 500 MB free disc space; 15" monitor with 800 x 600 resolution, 56K modem, and a printer, A CD-ROM may be required for some courses. The *recommended* hardware configuration is 500 MHZ or greater processor, 128 MB RAM, 1G free disc space, 17" monitor, DSL or Cable Modem connection, CE-ROM, and color printer. The higher recommendations will make your online experience more enjoyable. **A laptop is strongly recommended. Voice writing students should consider a computer with at least 4G of RAM, preferably 8G for best performance.**

    ****PLEASE NOTE: For the Captioning and Court Reporting Program, Apple/MAC products are not compatible with the software that is used in our program.*

- Distance learning courses will not include lab fees.

- Distance learning students must have access to a working computer with internet service and an email address. High speed internet is strongly recommended.

- For more information on distance learning courses, please visit the College Website at: www.tri-c.edu.

- Good news! **eAdvising** is now available for Distance Learning students. For questions regarding any academic advising such as program prerequisites, requirements, transfers, transcripts, DARS, and so on, please email eAdvising@tri-c,.edu. Students should expect to receive a reply from an online counselor within 24 to 48 hours.
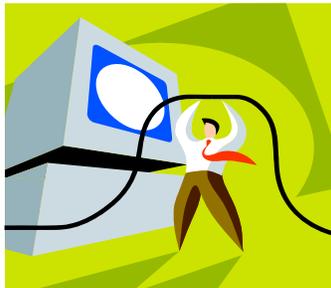
FREQUENTLY ASKED QUESTIONS . . .

1. **What career options do I have after completing this program?**
   Cuyahoga Community College's Captioning and Court Reporting (CCR) Program provides education and training that prepare you to succeed in rewarding, high-tech careers. Career options include the following: Working in the legal arena as a judicial court reporter; working in education environment as a Communication Access Realtime Translation (CART) provider; working in the broadcast environment as a closed captioner; working in the medical field as a medical transcriptionist or in other industries doing transcription work.

   A career in court reporting offers flexibility. You may want to work from home or you may want to work more or less hours on different days of the week.

2. **Is court reporting a growing field?**
   Court reporting is an expanding field. Career opportunities have emerged for court reporters generally, and there is expected to be substantial growth in the area of captioning. There is continued strong growth for freelance and official reporters as well as transcriptionists and CART providers.

3. **Does Cuyahoga Community College offer comprehensive training?**
   Yes. Cuyahoga Community College offers a curriculum that meets the challenges and opportunities presented by the modern workplace. We offer hands-on, student-focused training.

4. **Do the Court Reporting faculty at Cuyahoga Community College have experience working as court reporters?**
   Yes. You will learn from instructors who work presently or who have actually worked in the field for several years. All faculty members have college degrees, and hold various NCRA and/or NVRA certifications. In addition, our faculty have won numerous awards for their online teaching methods. One faculty member is a merit speed winner.

5. **Is the program accredited?**
   Yes. Cuyahoga Community College is an accredited college and approved by the North Central Association of Colleges and Schools. The Court Reporting Program is certified by the NCRA (National Court Reporters Association) and affiliated with NVRA (National Verbatim Reporters Association).

6. **How long is the program? Do I get an Associate's Degree? Can I take only classes for this program?**
   Students may work toward the Associate of Applied Business with a concentration in Captioning and Court Reporting *or* take *only* the court reporting classes. Both options can be a minimum of two academic years in length including summers. Some students in our program have finished in only 18 months for steno and 12 months for voice. Some students decide to take only the court reporting classes; thus eliminating the general education requirements of math, English, and humanities. Both options will lead to employment once the required speed is obtained.

7. **May I complete the program on a part-time basis?**
   Yes. Many of our students work full-time and take classes on a part-time basis, taking advantage of our online, evening, or daytime course offerings.

8. **May I do this entire program as a distance-learning option? May I take some courses on the Web and some traditional classroom?**
   Yes to both questions. The entire CCR program is online for those students who need to learn from home. In fact, most of our students take a combination of online and on-campus classes. However, the voicewriting program is online only.

9. **What if I'm having a difficult time with attaining speed -- will I be asked to drop out the program?**
   No. Students are never asked to drop out of the program. To assist students in obtaining the necessary speeds, sometimes extra enhancement classes are added to the curriculum or sometimes students might have to repeat certain speed classes. Our instructors work closely with students.

10. **What makes Tri-C different from other court reporting schools in the area? Why should I go to Tri-C?**
    Tri-C offers a quality education from a nationally recognized faculty. Students benefit from the lowest tuition costs for court reporting training in the state of Ohio. Our program provides flexible options for instruction and training and job placement assistance anywhere in the country.

    We encourage you to investigate other programs as we are confident that you will find Cuyahoga Community College's Court Reporting Program stands out in comparison providing the highest caliber of instruction.

12. **Is financial aid available?**
    Yes. The College participates in all financial aid programs such as Pell, OIG, and others. Financial aid is available in the form of various grants, student loans, Veteran's programs, and scholarships. For scholarship information, visit www.tri-c.edu/scholarships. A special court reporting scholarship, the 'Angela Hergenroeder Scholarship', assists qualifying court reporting students. In addition, some students might qualify for on-campus work.

13. **What theory is taught at Tri-C?**
    Cuyahoga Community College's CCR Program teaches a blended Tri-C theory for machine writers. This has a built-in dictionary with over 142,000 entries. Students who learn this theory are ready for entry-level realtime work.

14. **What kinds of skills do I need to be successful in the CCR Program?**
    A positive attitude with a strong desire to do well along with the self-discipline to practice independently will support the successful court reporting student.

15. **Are students able to obtain on-the-job training while attending school?**
    Students must serve a 75-hour internship while studying court reporting. When students reach the 200 wpm level of speed, he/she is placed in the courts and/or freelance firms to attend sessions/depositions with a practicing reporter while continuing their studies at Tri-C.

16. **How much time will I need to practice on the steno machine?**
    Practicing is an individual decision. Speed comes easier to some students than others. Ideally, faculty recommend approximately three hours a day of practice. A student who practices less than three hours a day can still be successful, but should anticipate a lengthier course of study.

20. **How long does it usually take to complete?**
    That depends on a number of factors. If you are a full-time student you can expect to be in class a minimum of 18 months to two years, but it may take longer to achieve the speed and accuracy required to begin work. Part-time students can expect to spend a minimum of the three to four years in school. The single most important factor in determining program length is the amount of time devoted to practicing at home.

21. What are Tri-C's costs?

Tuition costs as of Fall 2016 Semester:

Cuyahoga County residents	$104.54 per credit hour
Ohio residents (outside Cuyahoga County)	$131.77
Out-of-state residents	$248.92

22. Who should I talk with to get additional information?

Informational Webinars are scheduled frequently. If you would like the information to attend upcoming webinar or for additional information, please contact: **Kelly Moranz, Program Manager at *216-987-5214***

      or a member of our faculty:

Faculty: Jen Krueger, 216-987-5572, jen.krueger@tri-c.edu
Faculty: Kolleen Barnes, 216-987-5234, kolleen.barnes@tri-c.edu

Associate of Applied Business degree in Captioning and Court Reporting

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tric.edu.

SUGGESTED SEQUENCE FOR STENO WRITERS
(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOURS
C&CR-1000	Introduction to Court Reporting	1
C&CR-1300	Realtime Theory I	4
C&CR-1350	Legal Terminology	3
ENG-1010	College Composition I or Honors Comp	3
	Total semester credits	11

SECOND SEMESTER		CREDIT HOURS
C&CR-1330	Realtime Theory II (first 8 wks)	2
C&CR-1340	Realtime Theory lll (second 8 weeks)	2
C&CR-1521	Realtime Theory Reinforcement (second 8 wks)	2
C&CR-2350	Editing Legal Documents	2
Math-xxxx	Any 1000-level math or higher	3
	Total semester credits	11

SUMMER SESSION		CREDIT HOURS
C&CR-1451	Speedbuilding & Transcription/140 wpm	3
C&CR-1601	Court Reporting Technology	4
CJ-1120	+Criminal Court Procedure (offered in summer only)	2
See Degree Requirement	Arts/Humanities/Social Behavioral Sciences	3
	Total semester credits	12

THIRD SEMESTER		CREDIT HOURS
C&CR-2401	Speedbuilding & Transcription/180 wpm	3
C&CR-2300	Court Procedures	3
C&CR-2602	Technical Terminology	3
C&CR-XXX	Any C&CR elective course	1-3
C&CR-2200	Medical Terminology for CCR	3
	Total semester credits	13-15

FOURTH SEMESTER		CREDIT HOURS
C&CR-2451	Speedbuilding & Transcription/225 wpm	3
C&CR-2470	Advanced Technology (Capstone)	3
C&CR-2840	Internship	1
BADM-1300	Small Business Management	4
See Degree Requirement	Arts/Humanities/Social Behavioral Sciences	3
See Degree Requirement	Communication	3
	Total semester credits	17

Associate of Applied Business degree in Captioning and Court Reporting

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tric.edu.

SUGGESTED SEQUENCE FOR VOICE WRITERS
(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOURS
C&CR-1100	Introduction to Voice Writing	1
C&CR- 1200 & 1210	Voice Writing l & ll (8 weeks each)	2/2
C&CR-1350	Legal Terminology	3
ENG-1010	College Composition I or Honors Comp	3
	Total semester credits	11

SECOND SEMESTER		CREDIT HOURS
C&CR-1220	Voice Writing lll (16 weeks)	4
C&CR-1451	Speedbuilding & Transcription/140 wpm	3
C&CR 2350	Editing Legal Documents	2
Math-xxxx	Any 1000-level math or higher	3
	Total semester credits	13

SUMMER SESSION		CREDIT HOURS
C&CR-1601	Court Reporting Technology	4
C&CR-2401	Speedbuilding & Transcription/180 wpm	3
CJ-1120	+Criminal Court Procedure (offered in summer only)	2
See Degree Requirement	Arts/Humanities/Social Behavioral Sciences	3
	Total semester credits	12

THIRD SEMESTER		CREDIT HOURS
C&CR-2451	Speedbuilding & Transcription/225 wpm	3
C&CR-2300	Court Procedures	3
C&CR-XXX	Any C&CR elective course	1-3
C&CR-2200	Medical Terminology for CCR	3
C&CR-2602	Technical Terminology	3
	Total semester credits	13-15

FOURTH SEMESTER		CREDIT HOURS
C&CR-2470	Advanced Technology (Capstone)	3
C&CR-2840	Internship	1
BADM-1300	Small Business Management	4
See Degree Requirement	Arts/Humanities/Social Behavioral Sciences	3
See Degree Requirement	Communication	3
	Total semester credits	14

Certificate of Proficiency in Captioning and Court Reporting Certified Stenowriting

*This outline is for those students wishing to take **only** court reporting courses to fulfill NCRA GRAM requirements and does not culminate in a degree unless the student has requisite general education courses.*

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOURS
C&CR-1000	Introduction to Court Reporting	1
C&CR-1300	Realtime Theory	4
C&CR-1350	Legal Terminology	3
	TOTAL	8

SECOND SEMESTER		CREDIT HOURS
C&CR-1330	Realtime Theory II (first 8 wks)	2
C&CR-1340	Realtime Theory III (second 8 wks)	2
C&CR-1521	Realtime Theory Reinforcement (second 8 wks)	2
C&CR-2350	Editing Legal Documents	2
	TOTAL	8

SUMMER SESSION		CREDIT HOURS
C&CR-1451	Speedbuilding &Transcription/140wpm	3
C&CR-xxxx	Any C&CR Elective	1-3
C&CR-1601	Court Reporting Technology	4
CJ-1120	+Criminal Court Procedure (offered in summer only)	2
	TOTAL	10-12

THIRD SEMESTER		CREDIT HOURS
C&CR-2300	Court Procedures	3
C&CR-2401	Speedbuilding & Transcription/180 wpm	3
C&CR-2200	Medical Terminology for CCR	3
C&CR-2602	Technical Terminology	3
	TOTAL	12

FOURTH SEMESTER		CREDIT HOURS
C&CR-2451	Speedbuilding & Transcription/225 wpm	3
C&CR-2470	Advanced Technology (Capstone course)	3
C&CR-2840	Internship	1
C&CR-xxxx	Any C&CR Elective	1-3
	TOTAL	8-10

Note: Students must obtain a speed of 225 wpm to fulfill above requirements and be employable as a court reporter.

Certificate of Proficiency in Captioning and Court Reporting Certified Voicewriting

*This outline is for those students wishing to take **only** court reporting courses to fulfill NCRA GRAM requirements and does not culminate in a degree unless the student has requisite general education courses.*

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOUR
C&CR-1100	Introduction to Voice Captioning	1
C&CR-1200 and 1210	Voice Writing I & II (8 wks each)	4
C&CR-1350	Legal Terminology	3
	TOTAL	8

SECOND SEMESTER		CREDIT HOURS
C&CR-1220	Voice Writing III	4
C&CR-2350	Editing Legal Documents	2
C&CR-1451	Speedbuilding &Transcription/140wpm	3
	TOTAL	9

SUMMER SESSION		CREDIT HOURS
C&CR-2401	Speedbuilding & Transcription/180 wpm	3
C&CR-xxxx	Any C&CR Elective	1-3
C&CR-1601	Court Reporting Technology	4
CJ-1120	+Criminal Court Procedure (offered in summer only)	2
	TOTAL	10-12

THIRD SEMESTER		CREDIT HOURS
C&CR-2300	Court Procedures	3
C&CR-2401	Speedbuilding & Transcription/225 wpm	3
C&CR-2200	Medical Terminology for CCR	3
C&CR-2602	Technical Terminology	3
	TOTAL	12

FOURTH SEMESTER		CREDIT HOURS
C&CR-2470	Advanced Technology (Capstone course)	3
C&CR-2840	Internship	1
C&CR-xxxx	Any C&CR Elective	1-3
	TOTAL	7-9

Note: **Students must obtain a speed of 225 wpm to fulfill above requirements and be employable as a court reporter.**

Voicewriting Short-Term Certificate

Financial Assistance funds cannot be applied towards this program.
Request for eligibility to utilize Financial Assistance funds for this program is currently pending.

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOURS
C&CR-1100	Introduction to Voice Captioning	1
C&CR-1200	Voicewriting I (first 8 weeks)	2
C&CR-1210	Voicewriting II (second 8 weeks)	2
C&CR-1350	Legal Terminology	3
C&CR-2350	Editing Legal Documents	2
		10

SECOND SEMESTER		CREDIT HOURS
C&CR-1220	Voicewriting III	4
C&CR-2401	Speedbuilding 180	3
C&CR-2200	Medical Terminology for C&CR	3
		10

THIRD SEMESTER		CREDIT HOURS
C&CR-2451	Speedbuilding 225	3
C&CR-2840	Internship	1
		4

Court Reporting Technologies Short-Term Certificate

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

(Not all courses must be taken in this exact sequence)

STENO WRITERS

FIRST SEMESTER		CREDIT HOURS
C&CR-1000	Introduction to Court Reporting	1
C&CR-1300	Realtime Theory I	4
C&CR-1350	Legal Terminology	3
		8

SECOND SEMESTER		CREDIT HOURS
*C&CR-1330 *and*	Realtime Theory II	2
C&CR-1340	and Realtime Theory III	2
C&CR-2350	Editing Legal Documents	2
		6

THIRD SEMESTER		CREDIT HOURS
C&CR-1601	Court Reporting Technology	4
C&CR-1451	Speedbuilding/Transcription 140 wpm	3
C&CR-2200	Medical Terminology for CCR	3
		10

VOICE WRITERS

FIRST SEMESTER		CREDIT HOURS
C&CR 1100	Introduction to Voice Captioning	1
*C&CR-1200 & 1210	Voice Writing I & II	4
C&CR-1350	Legal Terminology	3
		8

SECOND SEMESTER		CREDIT HOURS
C&CR-1220	Voice Writing III	4
C&CR-2350	Editing Legal Documents	2
		6

STENO AND VOICE WRITERS

THIRD SEMESTER		CREDIT HOURS
C&CR-1601	Court Reporting Technology	4
C&CR-1451	Speedbuilding/Transcription 140 wpm	3
C&CR-2200	Medical Terminology for CCR	3
		10

*Consecutive eight-week course

Students who reach a speed of 140 words per minute and take the required 23 credit hours obtain this short-term certificate. This leads to employment opportunities for scopists or transcriptionists in court reporting firms, doctor's offices, or as an independent contractor.

Captioning and CART Providing Short-Term Certificate

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

A student wishing to enroll in this certificate program must *first* complete the Court Reporting Technologies short-term certificate.
Please consult with the CCR Program Manager for scheduling.

(Not all courses must be taken in this exact sequence)

FIRST SEMESTER		CREDIT HOURS
C&CR-2401	Speedbuilding and Transcription at 180	3
C&CR-2480	Using Captioning Technology	3
C&CR-2510	CART Production	3
		9

SECOND SEMESTER		CREDIT HOURS
C&CR-2451	Speedbuilding and Transcription at 225	3
C&CR-2520	Captioning Production	3
C&CR-2602	Technical Terminology	3
		9

THIRD SEMESTER		CREDIT HOURS
C&CR-2910	Internship for Captioning and CART	1
C&CR-2550	Writing for Captioning and CART	2
		3

Students who have received the Court Reporting Technologies Short-Term Certificate may then go on to complete this specialized and advanced concentration of courses leading to employment as a broadcast captioner or CART provider.

<u>GRADUATION REQUIREMENTS</u>

Tri-C's CCR Program requires that students must demonstrate specific competencies.

As a certified NCRA Certified Program, Tri-C students are required to fulfill the following standards:
- Steno machine students must pass a minimum of three 5-minute tests on unfamiliar matter with 97 percent accuracy at each of the following speeds:
  - o 225 wpm question and answer (two voices)
  - o 200 wpm jury charge
  - o 180 wpm literary
- Serve an internship of not less than 75 "writing" hours.

COURSE DESCRIPTIONS

C&CR-1000 Introduction to Court Reporting   **1 credit**
A comprehensive survey of the field of court reporting. Examination of the history of reporting, diversity, equipment needs, and technological trends, role of the working steno reporter within the legal system, corporate environment, and educational system. (**Can be used an elective if 1100 has been completed**)

C&CR-1100 Introduction to Voicewriting   **1 credit**
A comprehensive survey of the field of voicewriting. Examination of the history of reporting, diversity, equipment needs, and technological trends, role of the working voicewriter within the legal system, corporate environment, and educational system. (**Can be used an elective if 1000 has been completed**)

C&CR-1200 Voicewriting I   **2 credits**
Introduces students to the field and technology of voicewriting and basic instruction in the use of a speech recognition system. (Eight week consecutive course)

C&CR-1210 Voicewriting II   **2 credits**
Advanced use of speech recognition technology. (Eight week consecutive course)

C&CR-1220 Voicewriting III   **4 credits**
Advanced principles of voicewriting theory, providing consistent and logical voicewriting techniques to insure conflict-free writing. Continued emphasis on reading, writing, and speed development, and the use of captioning and court reporting voicewriting software

C&CR-1300 Realtime Theory   **4 credits**
Focus on the principles of writing on a stenotype machine. On-line instruction of machine shorthand, keyboard arbitraries phrases, and work beginnings and endings. Emphasis on reading, writing, and reporter English skills in preparation for speedbuilding and transcription.

C&CR-1330 Realtime Theory II (8 wks)   **2 credits**
Advanced principles of theory, providing consistent and logical writing techniques to insure conflict-free writing. Continued emphasis on reading, writing, and speed development, using the stenotype machine. Question and Answer (Q&A) dictation introduced.

C&CR-1340 Realtime Theory III (8 wks)   **2 credits**
Continuation of advanced principles of theory. (Eight week consecutive course).

C&CR-1350 Legal Terminology   **3 credits**
Provides students with a broad legal vocabulary useful in any law related field. Emphasis on spelling, definition, and usage of legal terms.

C&CR-1401 Speedbuilding and Transcription at 100 wpm (elective)   **3 credits**
Speedbuilding at the 100 wpm level. Utilization and expansion of machine writing or voicewriting theory to develop a beginning skill level.

C&CR-1410 Precision Writing I – Using Brief Forms (elective)   **1 credit**
Designed to enhance writing skills on steno machine or with voicewriting technology. Emphasis on brief forms and specific phrases found in everyday vocabulary. Accuracy of outlines emphasized as well as use of specific brief forms. Course serves as a companion to speedbuilding curriculum.

C&CR-1420 Precision Writing II – Arbitraries in Legal Vocabulary (elective)   **1 credit**
Enhancement of writing skills on steno machine or voicewriting software. Emphasis on brief forms or voice codes for specific phrases found within jury charge and other legal material. Accuracy of outlines or voice codes emphasized as well as use of specific brief forms. Course serves as companion to speedbuilding curriculum.

C&CR-1430 Precision Writing III – Numeric and Alphabetic Accuracy (elective)   **1 credit**
Improve writing skills on steno machine or utilizing voicewriting software. Emphasis on numeric material and proper names. Accuracy of "letter spelling", phonetic steno or voicewriting of names with verification of name emphasized, as well as the ability to steno or voicewrite numbers fluently. Course serves as companion to speedbuilding courses.

C&CR-1451 Speedbuilding and Transcription at 140 wpm   **3 credits**
Speedbuilding at the 120-140 wpm level. Utilization and expansion of machine-writing or voicewriting theory. Practical procedures to develop skill levels on question and answer testimony jury charge and literary materials. Minimum exit speed is 140 wpm.

C&CR-1450 Literary Writing   **2 credits**
Focuses on the skills of literary writing using court reporting technology. emphasizes accuracy and writing development for the judicial, communication access real-time transcription (CART) and captioning environments

C&CR-1521 Realtime Theory Reinforcement   **2 credits**
Reinforces the theory taught during Realtime Theory and begins to incorporate speed in the students' writing.

C&CR-1601 Court Reporting Technology   **4 credits**
Basics of computer-aided transcription. Emphasis on basic terms system supports court reporting software and beginning dictionary development.

C&CR-2200 Medical Terminology for CCR   **3 credits**
Study of basic medical terminology utilized in the captioning and court reporting profession. Emphasis on definition and usage of the medical terms, and research practices for transcript production. Prerequisite(s): C&CR-1340 Realtime Theory III or concurrent enrollment; or C&CR-1220 Voicewriting III or concurrent enrollment

C&CR-2300 Court Procedures   **3 credits**
Emphasizes role of official and freelance reporter including communications skills professional image and business etiquette. Preparation of deposition/court transcripts marking and handling of exhibits indexing and storing notes reporting techniques and ethics including NCRA Code of Ethics.

C&CR-2350 Editing Legal Documents   **2 credits**
Course designed to develop students understanding of parts of speech, sentence structure, proofreading, and the management of other people's spoken words. Rules of punctuation and grammar go beyond the basics and are modified to accommodate ambiguous, clumsy, incongruous, and incorrect English frequently found in legal transcripts.

C&CR-2360 Proofreading Skills Development (elective)   **2 credits**
Focuses on applying proofreading and editing skills to legal transcripts, jury charges, and literay materials. Accuracy of editing with regard to the placement of punctuation marks and spelling. Prerequisite(s): C&CR-2350 Editing Legal Documents. Prerequisite(s): C&CR-2350 Editing Legal Documents.

C&CR-2401 Speedbuilding and Transcription at 180 wpm   **3 credits**
Speedbuilding at 160-180 wpm level. Utilization and expansion of machine-writing or voicewriting theory. Practical procedures to develop skill levels on questions and answer testimony jury charge and literary materials. Minimum exit speed is 180 wpm.

C&CR-2451 Speedbuilding and Transcription at 225 wpm   **3 credits**
Speedbuilding at speed level at 225 wpm. Question and Answer test materials, 200 wpm Jury Charge test materials and 180 wpm Literary test materials. Utilization and expansion of machine-writing and voicewriting theory. Practical procedures on stenotype machine to develop skill levels on questions and answer testimony, jury charge, and literary materials.

C&CR-2460 Speed Enhancement (elective)   **2 credits**
Course devoted to speed development and problem solving. Provides support for individualized writing progress utilizing the department's software programs, audio dictation, and other pertinent resources as available.

C&CR-2470 Advanced Technology   **3 credits**
Captioning and Court Reporting <u>Capstone Course</u>. Students apply technology and format applications to produce transcripts in preparation for initial employment. This is a concentrated production-oriented class with employment-related projects, deposition projects and realtime projects.

CCR-2480 Using Captioning Technology   **3 credits**
Students apply steno or voice technology and format applications to produce captioning simulations in preparation for initial employment. A concentrated, production-oriented class with employment related projects from the captioning environment.

CCR-2490 Speedbuilding and Transcription at 250 wpm (elective)   **2 credits**
Speedbuilding at speed level of 250 wpm question and answer material, 225 jury charge material, and 200 wpm literary material. Utilization and expansion of machine-writing and voicewriting theory. Practical procedures on to develop skill levels on questions and answer testimony, jury charge, and literary materials. This is an elective course

C&CR-2510 CART Production   **3 credits**
Focus on realtime writing and dictionary management for use in the Communications Access Realtime Translation (CART) environment.
Prerequisite(s): C&&CR-1600 Court Reporting Technology, C&CR-1450 Speedbuilding 140, Departmental Approval.

C&CR-2520 Captioning Production   **3 credits**
Focus on the production of captions using steno or voicewriting technology. Building endurance and accuracy in realtime writing.
Prerequisite (s). C&CR-2480 Using Captioning Technology or departmental approval.

C&CR-2550 Writing for Captioning and CART   **2 credits**
Focuses on building realtime writing endurance in the captioning and Communication Access Real-time Transcription (CART) environments. Centers on accurate realtime translation and display of English text.

C&CR-2602 Technical Terminology   **3 credits**
Designed to expose students to much of subject matter court reporters encounter. Emphasis on medical and technical testimony with materials duplicated from real-life situations

C&CR-2660 RPR Exam Prep   **2 credits**
Provides preparation for national certification exam. Speedbuilding at 160-180 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenotype machine to develop skill levels on questions and answer testimony, jury charge and literary materials. Minimum exit speed is 180 wpm. Stenotype machines and access to a computer with Internet is required
Prerequisite: Departmental approval.

C&CR-2840 Internship   **1 credit**
Provides student with 75 hours of actual writing time during on-the-job-training using machine shorthand technology.

C&CR-2910 Internship for Captioning and CART   **1 credit**
Provides student with 50 hours of actual writing time during on-the-job training using voicewriting technology or machine shorthand technology in the Captioning and Communication Access Real-time Transcription (CART) environment. Provides student with 30 hours of research and dictionary preparation during on-the-job training in Captioning and CART environments.

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CJ-1120 Criminal Court Procedure   **2 credits**
Exploration of US adversary system of criminal justice. Examines components including legislature, police, prosecution, courts and corrections. Comprehensive review of procedures, beginning with arrest through post-trial motions and sentencing. **++ *(This class is offered only online in the summer session specifically for court reporting students).***

PROSPECTIVE STUDENT CHECKLIST

1. Program Prerequisites:

✓ Completed College Application
✓ Eligible for English 1010

2. Program Options:

✓ Associate of Applied Business Degree (See AAB Semester Sequence)
✓ Certificate of Proficiency in Captioning and Court Reporting either Certified Steno Writing or Certified Voice Writing
✓ Voicewriting Short-term Certificate
✓ Court Reporting Technologies Short-term Certificate
✓ Captioning and CART Short-term Certificate

3. Course Length:

✓ Traditional Full-time Program: Students take a full load of C&CR and academic courses.
✓ Traditional Part-time Program: Students take less than a full load of C&CR and academic courses each semester.

4. Equipment Requirements:

✓ Computerized steno machine with tripod **or** voicewriting software
✓ DigitalCat software for steno machine writers *or* Dragon/Eclipse software for voice writers, stenomask, Andrea device, Eclipse software
✓ Paper, file folders, envelopes.

IMPORTANT NAMES AND PHONE NUMBERS TO REMEMBER:

Cuyahoga Community College
Court Reporting and Captioning Program
Western Campus, C245A
11000 West Pleasant Valley Road
Parma, OH   44130

Court Reporting Office phone number: 216-987-5113
(Call for general information and inquiries.)

FAX: 216-987-5013 (Attention: Court Reporting)

Program Manager:
Kelly Moranz
Phone: 216-987-5214
E-mail: kelly.moranz@tri-c.edu

Court Reporting Full-Time Faculty:
Jen Krueger
Phone: 216-987-5572
E-mail: jen.krueger@tri-c.edu

Kolleen Barnes
Phone: 216-987-5234
E-mail: kolleen.barnes@tri-c.edu

Financial Aid Office:
216-987-5100
1-800-954-8742, Option 2

Admissions and Records Office:
216-987-5150
1-800-954-8742, Option 3

Counseling Office:
216-987-5200
1800-954-8742, Option 4

eAdvising@tri-c.edu
(for distance learning students seeking academic counseling.)

WHY CHOOSE TRI-C
FOR CAPTIONING AND
COURT REPORING?

- The Cuyahoga Community College's Court Reporting Program is certified by the National Court Reporters Association (NCRA) and is affiliated with the National Verbatim Reporters Association (NVRA) specializing in education for the "Realtime Reporter."

- Students learn from instructors who have had direct experience in the court reporting field.

- Full-time instructors are degreed and certified.

- Lowest court reporting program tuition in state of Ohio and low out-of-state tuition.

- Degreed program entirely available online as well as campus class opportunities.

- Job placement assistance offered – 100% employment rate for graduates

- Campus scholarship and financial aid available.

- Hands-on training with the latest technology.

- Participate in mock trials with law schools.

- Work with professionals in an intern experience.