



Captioning and Court Reporting



CUYAHOGA COMMUNITY COLLEGE CAPTIONING AND COURT REPORTING INFORMATION BOOKLET

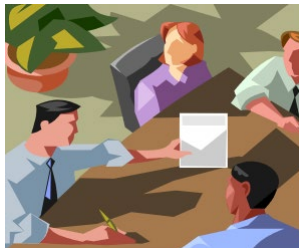
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Western Campus
11000 W. Pleasant Valley Road
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<http://www.tri-c.edu/ccr>

Imagine being a part of . . .

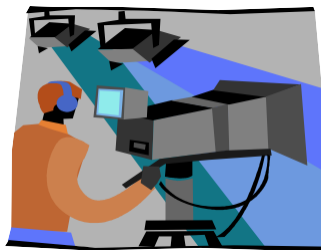
... the drama of the courtroom, where life and death decisions are made...



... the excitement of a boardroom, where business deals are negotiated...



... the creation of television programming, where your work reaches a national audience...



... 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, voice writing, or digital 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. Students learn to use this software with either a stenotype machine, speech recognition, or digital-recording technology.

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

Highly-trained, skilled, and certified court reporters and captioners are in huge demand all around the country.



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 profession, visit the following websites:

www.ncra.org, *National Court Reporters Association*

www.nvra.org, *National Verbatim Reporters Association*

www.aaert.org, *American Association of Electronic Reporters and Transcribers*

Career Tracks



Judicial Reporting: Positions may be attained either in a freelance office and hired by attorneys to report depositions or employed by 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 renders 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 include the following: 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 person(s) for which the service provided.

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%. Off-line captioning opportunities are available.

Transcriptionist: A variety of opportunities exist to transcribe digitally recorded court proceedings or depositions and 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

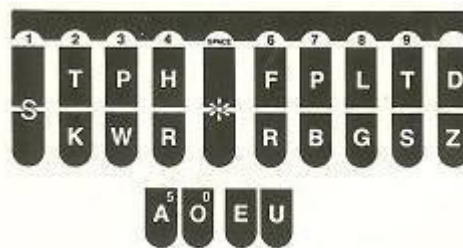
Individuals who work in the court reporting industry may utilize either steno machine, voice writing or digital-recording software technology to accomplish their work. Each method prepares students for entry-level employment in voice-to-text translation opportunities, such as jobs as judicial and/or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

Steno Machine Writer

Students learn to use a stenotype machine and specialized software to type (write) spoken words and have them translated 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 22 keys and the number bar designed to be manipulated in a particular manner that permits multiple words to be written with one keystroke.

Steno machine keyboard



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 is translated into English and displayed on computer screens in realtime. Steno writing students learn to write at the exit speed of 225 words per minute.

Voice Writer

Students learn to use a speech recognition engine and specialized software to listen and repeat (dictate) spoken words and have them translated into text. Students learn to dictate in a manner that enables them to voice write at the exit speed of 225 words per minute.

A voice writing 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.

Voice writing is used in many states in the country. This option uses an open mic headset or a 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 the reporter's voice is used together with special equipment to translate. The same career tracks above are available to voice writers.

Digital Reporting and Transcription

Judicial digital court reporters capture the record of legal proceedings. This can be done in courtrooms, hearing rooms, or conference rooms. Microphones and digital recording software programs, along with perhaps a camera, capture words of witnesses, attorneys, the judge, and others who are present and/or participating in the proceeding.

Legal transcriptionists listen to dictated recordings made by court reporters, attorneys, paralegals, and other legal professionals and then transcribe them into legal documents. These recordings are generally delivered and returned digitally via a drop box or other program. The transcriptionist listens to the recordings with a headset and types the text into their computer, using a foot pedal to pause, rewind and replay as needed.

In conjunction with digital court reporters who capture the record with microphones, that speech is often converted into a rough draft text using a speech recognition system and artificial intelligence. The transcriptionist then reviews that rough draft and plays the audio of the recorded legal proceedings to create a verbatim transcript of the event.

Education Options



Associate of Applied Business Degree (Steno and Voice Writing methods)

After completing a full complement of academic and skill-specific courses, students obtain an Associate of Applied Business with a concentration in Captioning and Court Reporting. Students

must complete 62-64 credit hours of study for steno and 60-62 credits for voice. This includes the completion of five general education courses totaling 15 credits. 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 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

Previously degreed students or those not seeking a degree may elect to complete only those courses which meet NCRA and NVRA guidelines. This certificate has been approved by The Higher Learning Commission of the North Central Association of Colleges and Schools. It prepares students for the same employment opportunities as the Associate of Applied Business degree. Total credits for steno are 48-52 and 46-50 for voice.

Court Reporting Technologies Short-Term Certificate

Steno and voice writing students who reach a speed of 140 words per minute and take the required 41 credit hours obtain this short-term certificate which has been approved by The Higher Learning Commission of the North Central Association of Colleges and Schools. It 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 judicial reporter, broadcast captioner, and/or CART provider. This certificate has been approved by The Higher Learning Commission of the North Central Association of Colleges and Schools. Total credits are 29. The Captioning and Court Reporting Department strongly recommends that students stack these credentials on to securing either the Certificate of Proficiency in Captioning and Court Reporting Certified Voice Writing or the associate degree.

Digital Reporting and Transcription Short-Term Certificate

Students who complete this certificate may begin entry-level employment as a judicial reporter and/or transcriptionist. Total credits are 24.

Getting Started at Cuyahoga Community College (Tri-C)

Enrollment Process

1. Apply to Cuyahoga Community College – it's free!

TIPS WHEN APPLYING:

CHOOSE WESTERN CAMPUS AS YOUR CAMPUS OF CHOICE

(no ONLINE option available)

CHOOSE OTHER IF YOUR HIGH SCHOOL IS NOT LISTED

- **NEW STUDENTS TO COLLEGE START HERE:**

<https://www.tri-c.edu/get-started/new-students.html>

Checklist: <https://www.tri-c.edu/student-success/documents/20-0345-enrollment-new-student-checklist-remote-operations-pr-nocrops.pdf>

- **TRANSFER STUDENTS START HERE:**

(coming to Tri-C from another college or with college credits):

<https://www.tri-c.edu/get-started/transfer-students.html>

Checklist: <https://www.tri-c.edu/get-started/transfer-students.html>

- **RETURNING STUDENTS START HERE:**

(you have not registered for a Tri-C class in the last year):

<https://www.tri-c.edu/get-started/returning-students.html>

Checklist: <https://www.tri-c.edu/get-started/documents/transfer-student-checklist.pdf>

2. Plan your semester schedule and register.

Set up an appointment via email, phone, and/or WebEx with Sara.Williams@tri-c.edu – Program Director – for assistance in putting together and individualized plan and schedule for success.

Register for course offerings based on the plan developed and outlined suggested sequence (see below beginning on pg. 17 of this booklet).

3. Secure your equipment.

Students must have their equipment once they start the theory classes in either steno (Realtime Theory I) or voice (Voicewriting I) tracks.

Supplies and Equipment

Machine Scholarship Opportunity

The machine scholarship provides local students taking the Realtime Theory and speedbuilding sequences the use of a steno machine (value of \$2000) for two years. Please contact Sara.Williams@tri-c.edu - Program Director - for additional information and to determination of eligibility. Please note this opportunity is limited to the number of machines available and residence.

Purchasing or Renting a Steno Machine

Students who are enrolled in Realtime Theory (CCR 1300) must have a working, computer compatible stenotype machine to begin.

Note: Financial aid can be used to purchase your steno machine prior to the start of the semester through the Western Campus bookstore by using your book allotment and potentially emergency funds. Please contact Sara.Williams@tri-c.edu for more details.

Students need to purchase a new or used computer-compatible steno machine. Additionally, in order for your machine to be compatible with DigitalCAT, the computer-aided transcription (CAT) software utilized, purchase of an IOGEAR brand USB to serial adapter is necessary for some models.

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

The following is a list of companies that sell and/or rent new or used/refurbished steno machines:

- www.stenoworks.com – Contact: Kerry Brunner. The program utilizes this vendor and used machines come with a warranty. Rental options are available.
- www.stenograph.com - Manufacturer and seller of steno machines. New and used machines available.
- www.acculaw.com – Seller of used steno machines.

Steno machines come with keys that are all the same size. It is recommended students order wide

DigitalCAT Computer-Assisted Software by Stenovations

Steno students must also purchase DigitalCAT software from Stenovations. This is a transcription program designed just for court reporters. DigitalCAT translates the steno keystrokes into English in a transcript format. The cost of DigitalCAT is \$25 every 100 days. Students arrange the purchase directly through Stenovations at www.stenovations.com.

Purchasing Voice Writing Equipment

Students who are enrolled in Voicewriting I (CCR 1200) must have a computer and voice writing software to begin. Please be sure to check with your instructor or program director before making purchases.

Note: Financial aid can be used to purchase your voice writing equipment prior to the start of the semester through the Western Campus bookstore by using your book allotment and potentially emergency funds. Please contact Sara.Williams@tri-c.edu for more details.

Students need to purchase the following:

1. **Voicewriting I - Dragon Naturally Speaking Professional, DPI, Version 15.** Students may purchase the software directly from www.nuance.com, Amazon or another reputable source.

Headset with an open microphone. Professionals recommend purchasing a Logitech brand.

2. **Voicewriting II – Steno mask and USB adapter.** Available at www.techtalk.com.
3. **Voicewriting III – EclipseVox student software.** Students can purchase the software from Advantage Software, <http://www.eclipsecat.com>. Periodically, the CCR Program supplies this software based on availability.

Realtime Coach

Realtime Coach, our practice and testing platform, is required each semester in which you are using your steno or voice technology. It is considered a “book” if using financial aid funds. If financial aid funds are not available, it can be purchased directly from Realtime Coach at a slightly lower cost.

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

Online Learning



Cuyahoga Community College offers students the ability to study from remote locations. CCR courses are designed to teach the student how to develop skills in a distance-learning format.

You will need basic computer skills and should be comfortable using a word processing program, browsing for files, copying and pasting between programs.

Additionally, you will need a computer that connects to the Internet. A laptop is strongly recommended along with a laptop cooling pad. 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.**

For more information about online learning, visit [Tri-C Online Learning](http://www.tri-c.edu/online) website. (<http://www.tri-c.edu/online>).

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 realtime training that prepare you to succeed in rewarding, high-tech careers. Career options include the following: Working in the legal arena as a judicial or freelance reporter; working in the 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 a high-demand and 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, NVRA, and/or AAERT certifications. In addition, our faculty have won numerous awards for their online teaching methods. One faculty member is a steno merit speed writer.

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 Tri-C CCR Program is approved by NCRA (National Court Reporters Association) and American Associate of Electronic Reporters and Transcribers (AAERT) along with being affiliated with NVRA (National Verbatim Reporters Association).

6. How should I decide which technology/path is best for me?

Reach out to our Program Director, Sara.Williams@tri-c.edu to further discuss individual preferences, goals, physical location to gain personalized advice to determine the best track.

7. May I complete the program on a part-time basis?

Yes. Many of our students work full-time and other responsibilities. The CCR Program Director, Sara Williams, can assist in putting together a plan for success.

8. May I do this entire program as an online option?

Yes! The entire CCR program is online. Our three full-time faculty members have advanced degrees in online instructional design – you are in great hands!

9. Are there set meeting times for courses?

While there are no set meeting times, assignments are assigned and due weekly. In addition, scheduled chats are held by instructors for various courses. It is strongly encouraged that you attend live.

However, if you are not able to attend, they are recorded and put into your course site so that you can review at a later time.

10. What if I'm having a difficult time with attaining speed -- will I be asked to drop out of the program?

No. Students are never asked to drop out of the program. To assist students in obtaining the necessary speeds, extra enhancement materials and classes are added to the curriculum or sometimes students might have to repeat certain speed classes. Our instructors work closely with students to facilitate progress.

11. How do I get in touch with my instructors?

Our instructors pride themselves on being accessible. You can reach out to them through the discussion boards in the course site, email, text, and, of course, via WebEx.

12. 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 nationally recognized faculty. Several of our instructors have been named NCRA Educators of the Year and one is a Fellow of the NCRA. Our program has been in existence at Tri-C for over 50 years and has been providing online instruction for over 20 years. Throughout the history of the program, every graduate has attained employment at the completion of his/her course of study.

Students benefit from the lowest tuition costs for court reporting training in the state of Ohio and one of the lowest nationally. Our program provides flexible options for instruction and training and job placement assistance anywhere in the country.

Additionally, we train students to be realtime writers, the highest standard in the industry, providing you with the widest employment possibilities. We encourage students to investigate other programs as we are confident that Cuyahoga Community College's CCR Program stands out in comparison providing the highest caliber of instruction.

13. 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. We are also a Project Steno Partner.

14. What steno theory is taught at Tri-C?

The CCR faculty-created theory takes the best aspects of numerous theories that our faculty have used and reviewed; incorporates concepts of steno writing that result in the fewest strokes possible; writing the most commonly heard words with the easiest of conflicting-homophone entries; and providing individuals the ability to modify and personalize writing style and dictionaries as soon as possible. It is a compilation of years and years of experience with steno and is built on established academic learning and skill development theories for the most

efficient and effective use of the keyboard and language ensuring excellent realtime writing skill. This includes a built-in dictionary with over 142,000 entries. Students who learn this theory are ready for entry-level realtime work.

15. 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 steno or voice student.

16. Are students able to obtain on-the-job training while attending school?

Steno and voice students must serve a 75-hour internship as part of the required curriculum. When a student reaches the 200-wpm level of speed, he/she is placed in the courts, freelance firms, and/or with captioner/CART providers to attend sessions/depositions with a practicing reporter while continuing their studies at Tri-C.

17. How much time will I need to practice as a steno or voice student?

Practicing is an individual decision; however, the minimum is 15 hours per week for steno and voice writers. 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.

18. What are Tri-C's costs?

Tuition costs are:

- i. Cuyahoga County residents - \$124.54 per credit hour
- ii. Ohio residents (outside Cuyahoga County) - \$154.08 per credit hour
- iii. Out-of-state residents - \$291.19 per credit hour

19. Whom should I talk with to get additional information?

If you would like the information, please contact:

Sara Williams, Program Director

216-987-5671

sara.williams@tri-c.edu

Jimi Gonzalez, Program Assistant at 216-987-5113

jimi.gonzalez@tri-c.edu

STENO WRITING DEGREE AND CERTIFICATE OPTIONS

S404-CCR: Captioning and Court Reporting Associate of Applied Business in Steno Writing

Effective Catalog Fall 2022

Suggested Semester Sequence

First Semester

CCR 1000	Introduction to Steno	1 credit
CCR 1300	Realtime Theory I	4 credits
CCR 1350	Legal Terminology	3 credits
CCR 1360	Court Procedures	3 credits
ENG 1010 or ENG 101H	College Composition I or Honors College Composition I	3 credits

Second Semester

CCR 1331	Realtime Theory II	2 credits
CCR 1335	Realtime Theory III	2 credits
CCR 2351	Editing Legal Documents	3 credits
CCR 2200	Medical Terminology for CCR	3 credits
HUM 1010 or PHIL 2020	Introduction to Humanities or Ethics	3 credits

Summer Semester

CCR 1341	Realtime Theory IV	2 credits
CCR 1451	Speedbuilding and Transcription at 140 WPM	3 credits
CJ 1120	Criminal Court Procedures (offered in summer only)	2 credits

Third Semester

CCR 2401	Speedbuilding and Transcription at 180 WPM	3 credits
CCR 2602	Technical Terminology	3 credits
CCR 1601	Court Reporting Technology	4 credits
PSY 1010 or ANTH 1010 or SOC 2410	General Psychology Cultural Anthropology Sociology of Gender	3 credits
MATH 1xxx	1000-level Math or higher	3 credits

Fourth Semester

CCR 2451	Speedbuilding and Transcription at 225 WPM	3 credits
CCR 2470	Advanced Technology	3 credits
CCR 2841	Internship	2 credits
CCR XXXX	Elective-1460, 1470 or 2360	3 credits
GEN ED	Communication requirement	3 credits

64 total credits

S407-CCR: Captioning and Court Reporting Stenowriting, Certificate of Proficiency

Effective Catalog Fall 2022

Suggested Semester Sequence

First Semester

CCR 1000	Introduction to Steno	1 credit
CCR 1300	Realtime Theory I	4 credits
CCR 1350	Legal Terminology	3 credits
CCR 1360	Court Procedures	3 credits

Second Semester

CCR 1331	Realtime Theory II	2 credits
CCR 1335	Realtime Theory III	2 credits
CCR 2351	Editing Legal Documents	3 credits

Summer Semester

CCR 1341	Realtime Theory IV	2 credits
CCR 1451	Speedbuilding and Transcription at 140 WPM	3 credits
CJ 1120	Criminal Court Procedures (offered in summer only)	2 credits

Third Semester

CCR 1601	Court Reporting Technology	4 credits
CCR 2200	Medical Terminology for CCR	3 credits
CCR 2401	Speedbuilding and Transcription at 180 WPM	3 credits
CCR 2602	Technical Terminology	2 credits

Fourth Semester

CCR 2451	Speedbuilding and Transcription at 225 WPM	3 credits
CCR 2470	Advanced Technology	3 credits
CCR 2841	Internship	2 credits
CCR XXXX	Elective-1460, 1470 or 2360	3 credits

48 total credits

VOICE WRITING DEGREE AND CERTIFICATE OPTIONS

S404-CCR: Captioning and Court Reporting Associate of Applied Business in Voice Writing

Effective Fall 2022, Suggested Semester Sequence

First Semester

CCR 1101	Introduction to Voice	1 credit
CCR 1200	Voicewriting I	2 credits
CCR 1210	Voicewriting II	2 credits
CCR 1350	Legal Terminology	3 credits
CCR 1360	Court Procedures	3 credits
ENG 1010 or ENG 101H	College Composition I or Honors College Composition I	3 credits

Second Semester

CCR 1220	Voicewriting III	4 credits
CCR 2351	Editing Legal Documents	3 credits
CCR 1451	Speedbuilding and Transcription at 140 WPM	3 credits
HUM 1010 or PHIL 2020	Introduction to Humanities or Ethics	3 credits

Summer Semester

CCR 2401	Speedbuilding and Transcription at 180 WPM	3 credits
CCR 1601	Court Reporting Technology	4 credits
CJ 1120	Criminal Court Procedures (offered in summer only)	2 credits

Third Semester

CCR 2451	Speedbuilding and Transcription at 225 WPM	3 credits
CCR 2480	Using Captioning Technology	3 credits
CCR 2602	Technical Terminology	3 credits
MATH 1xxx	1000-level Math or higher	3 credits

Fourth Semester

CCR 2470	Advanced Technology	3 credits
CCR 2841	Internship	2 credits
CCR XXXX	Elective-1460, 1470 or 2360	3 credits
PSY 1010 or ANTH 1010 or SOC 2410	General Psychology Cultural Anthropology Sociology of Gender	3 credits
GEN ED	Communication requirement	3 credits

62 total credits

S406-CCR: Captioning and Court Reporting Voicewriting, Certificate of Proficiency

Effective Catalog Fall 2022
Suggested Semester Sequence

First Semester

CCR 1101	Introduction to Voicewriting	1 credit
CCR 1200	Voicewriting I	2 credits
CCR 1210	Voicewriting II	2 credits
CCR 1350	Legal Terminology	3 credits
CCR 1360	Court Procedures	3 credits

Second Semester

CCR 1220	Voicewriting III	4 credits
CCR 1451	Speedbuilding and Transcription at 140 WPM	3 credits
CCR 2351	Editing Legal Documents	3 credits

Summer Semester

CCR 1601	Court Reporting Technology	4 credits
CCR 2401	Speedbuilding and Transcription at 180 WPM	3 credits
CJ 1120	Criminal Court Procedures (offered in summer only)	2 credits

Third Semester

CCR 2480	Using Captioning Technology	3 credits
CCR 2451	Speedbuilding and Transcription at 225 WPM	3 credits
CCR 2602	Technical Terminology	3 credits

Fourth Semester

CCR 2470	Advanced Technology	3 credits
CCR 2841	Internship	2 credits
CCR XXXX	Elective 1460, 1470 or 2360	3 credits

47 total credits

S408-CCR: Voicewriting, Short-Term Certificate

**Effective Catalog Fall 2022
Suggested Semester Sequence**

First Semester

CCR 1101	Introduction to Voicewriting	1 credit
CCR 1200	Voicewriting I	2 credits
CCR 1210	Voicewriting II	2 credits
CCR 1350	Legal Terminology	3 credits
CCR 1470	Transcript Production for CCR	3 credits
CCR 2351	Editing Legal Documents	3 credits

Second Semester

CCR 1220	Voicewriting III	4 credits
CCR 2480	Using Captioning Technology	3 credits
CCR 2401	Speedbuilding and Transcription at 180 WPM	3 credits

Summer Semester

CCR 2451	Speedbuilding and Transcription at 225 WPM	3 credits
CCR 2841	Internship	2 credits

29 total credits

**S409-CCR: Digital Reporting and Transcription
Short-Term Certificate**

Effective Catalog Fall 2022
Suggested Semester Sequence

First Semester

CCR 1150	Introduction to Digital Reporting and Transcription	1 credit
CCR 1350	Legal Terminology	3 credits
CCR 1360	Court Procedures	2 credits
CCR 1550	Research and Transcript Prep	3 credits
CCR 1650	Terminology for the Transcriber	3 credits

Second Semester

CCR 1470	Transcript Production for CCR	3 credits
CCR 2351	Editing Legal Documents	3 credits
CCR 2740	Digital Reporting Technology	4 credits
CCR 2750	Annotation for Digital Reporting	2 credits

24 total credits

COURSE DESCRIPTIONS

CCR 1000 Introduction to Steno

1 credit (4 weeks)

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.

CCR 1101 Introduction to Voice Captioning

1 credit (4 weeks)

Introduction to voice captioning technology and the employment opportunities in the field.

CCR 1150 Introduction to Digital Reporting and Transcription

1 credit (4 weeks)

Comprehensive survey of the history of digital reporting. Examination of the use of digital reporting technology in the legal environment, transcription of digitally recorded events, diversity, training requirements, and employment opportunities in the legal and corporate environments.

CCR 1200 Voicewriting I

2 credits (8 weeks)

Instruction in the use of voice-recognition software and technology. Application of such technology enables users to create and edit documents, send email, access the Internet and perform other functions all in a hands-free manner.

CCR 1210 Voicewriting II

2 credits (8 weeks)

Study of speech-to-text technology and the use of voice-recognition software while developing increased dictation speed, learn to dictate while listening to dictation, and create various documents including Excel Spreadsheets, and particular legal and medical documents.

CCR 1220 Voicewriting III

4 credits (full term)

Realtime translation of legal proceedings, broadcasts, and other voice-to-text environments, using voice writing captioning-specific software in addition to speech-recognition software.

CCR 1300 Realtime Theory

4 credits (full term)

Focus on principles of writing on stenotype machine. On-line instruction of machine shorthand keyboard, arbitraries, phrases, word beginnings and endings. Emphasis on reading, writing, and reporter English skills in preparation for speedbuilding and transcription.

CCR 1331 Realtime Theory II

2 credits (8 weeks)

This course is a continuation of Realtime Theory. Students will continue study of theory principles.

CCR 1335 Realtime Theory III

2 credits (8 weeks)

Introduction to Question and Answer, Jury Charge, and Literary style materials. Minimum exit speed of 80 words per minute. Utilization of computer-aided transcription software.

CCR 1341 Realtime Theory IV

2 credits (8 weeks)

This course is a continuation of Realtime Theory III. Students will complete study of theory principles.

CCR 1350 Legal Terminology**3 credits (14 or 10 weeks)**

Provides students with a broad legal vocabulary useful in any law related field. Emphasis on spelling, definition, and usage of legal terms.

CCR 1360 Court Procedures**3 credits (full term)**

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.

CCR 1451 Speedbuilding and Transcription at 140 wpm**3 credits (full term)**

Speedbuilding at 120-140 wpm level. Utilization and expansion of machine writing or voice writing theory. Practical procedures on stenotype machine or utilizing voicewriting technology to develop skill levels on question and answer testimony, jury charge and literary materials. Minimum exit speed is 140 wpm.

CCR 1460 Literary Writing**2 credits (full term) (elective)**

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

**CCR 1470 Transcript Production for Court Reporting and Captioning
(elective or required for Voicewriting Short-Term Certificate)****3 credits (8 weeks)**

Students will gain knowledge regarding various transcript components for different levels of court proceedings (depositions, statements, arbitrations and so on at municipal, common pleas, and federal levels); demonstrate ability to create title pages, appearance pages, certificate pages as found within a variety of transcripts.

CCR 1550 Research and Transcript Preparation**2 credits (full term)**

Focuses on transcript preparation skills including research, keyboarding development, and transcript formatting in various word processing softwares including Word and Word Perfect.

CCR 1601 Court Reporting Technology**4 credits (full term)**

Basics of computer-aided transcription. Emphasis on court reporting software, dictionary development, and transcript production. Development of scoping skills and research techniques.

CCR 1650 Terminology for the Transcriber**3 credits (full term)**

Course focuses on terminology used by transcribers in medicine, business, or government.

CCR 2200 Medical Terminology for CCR**3 credits (full term)**

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.

CCR 2351 Editing Legal Documents**3 credits (full term)**

To develop understanding of parts of speech, sentence structure, proofreading, and 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.

CCR 2360 Proofreading Skills Development 2 credits (8 weeks) (elective) Focuses on applying proofreading and editing skills to legal transcripts, jury charges, and literary materials. Accuracy of editing with regard to the placement of punctuation marks and spelling.

CCR 2401 Speedbuilding and Transcription at 180 wpm 3 credits (full term)
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.

CCR 2451 Speedbuilding and Transcription at 225 wpm 3 credits (full term)
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.

CCR 2470 Advanced Technology 3 credits (full term)
Capstone Course in Captioning and Court Reporting. 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 (full terms)
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 2602 Technical Terminology 3 credits (full term)
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

CCR 2740 Digital Reporting Technology 4 credits (10 weeks)
Instruction in digital reporting and transcription. Emphasis on digital court reporting software, hardware, digital reporters' professional responsibilities, and transcript production.

CCR 2750 Annotation for Digital Reporting 2 credits (8 weeks)
Focuses on the skills necessary to annotate digitally reported transcripts. Students will utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

CCR 2841 Internship 2 credits (full term)
Provides student with 75 hours of actual writing time during on-the-job-training using machine shorthand technology.

CJ 1120 Criminal Court Procedure 2 credits (5 weeks)
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).**

Why Choose Tri-C?



- Cuyahoga Community College's Captioning and Court Reporting Program is approved by the National Court Reporters Association (NCRA) and the American Association of Electronic Reporters and Transcribers (AAERT) and is affiliated with the National Verbatim Reporters Association (NVRA).
- Students learn from award-winning instructors who have had direct experience in the court reporting field.
- Advisory Board Members work in all three aspects of the court reporting industry – steno, voice, and digital – and offer real-world, professional, advice and guidance with success as their goal.
- Full-time instructors are degreed and certified.
- Lowest court reporting program tuition in state of Ohio and low out-of-state tuition.
- Well-established and award-winning online program with no set meeting times to accommodate schedules and circumstances of all students.
- Job placement assistance offered – 100% employment rate for graduates for over 25 years.
- Specializing in education for realtime writing
- Financial aid, loans and scholarships are available.
- Training with the latest technology – steno, voice, digital.
- Participate in mock trials with law schools.
- Work with professionals in an intern experience.

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We all look forward to assisting you in getting you started on this exciting and lucrative career path, reaching your goals, and changing your future!