

CAPTIONING AND COURT REPORTING (CCR)

CCR-1000 Introduction to Stenographic Court Reporting 1 Credit

Introduction to stenographic court reporting technology and employment opportunities in this field.

Lecture: 1 hours

Prerequisite(s): None.

CCR-1101 Introduction to Voice Writing 1 Credit

Introduction to voice writing technology and the employment opportunities in this field.

Lecture: 1 hours

Prerequisite(s): None.

CCR-1150 Introduction to Digital Reporting and Transcription 1 Credit

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.

Lecture: 1 hours

Prerequisite(s): None.

CCR-1200 Voicewriting I 2 Credits

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.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1101 Introduction to Voice Writing or concurrent enrollment; or departmental approval.

CCR-1210 Voicewriting II 2 Credits

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

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1200 Voicewriting I.

CCR-1220 Voicewriting III 4 Credits

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

Lecture: 3 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1210 Voicewriting II.

CCR-1300 Realtime Theory I 4 Credits

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.

Lecture: 3 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1000 Introduction to Court Reporting or concurrent enrollment; and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test., or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-1331 Realtime Theory II 2 Credits

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

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1300 Realtime Theory I.

CCR-1335 Realtime Theory III 2 Credits

Continuation of Realtime Theory II. Students will complete study of theory principles.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1331 Realtime Theory II.

CCR-1341 Realtime Theory IV 2 Credits

Introduces students to the varied styles of writing in the court reporting profession including question and answer, literary, and jury charge format. Instruction in advanced principles of brief forms and phrases in speedbuilding development.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1335 Realtime Theory III.

CCR-1350 Legal Terminology 3 Credits

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

Lecture: 3 hours

Prerequisite(s): None.

CCR-1360 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 National Court Reporter Association (NCRA) Code of Ethics.

Lecture: 3 hours

Prerequisite(s): None.

CCR-1401 Speedbuilding and Transcription at 100 WPM 3 Credits

Speedbuilding at 80-100 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenotype machine to develop beginning skill levels. Minimum exit speed is 100 wpm.

Lecture: 1 hour. Laboratory: 6 hours

Prerequisite(s): CCR-1341 Realtime Theory IV.

CCR-1451 Speedbuilding and Transcription at 140 WPM
3 Credits

Speedbuilding at 120-140 wpm level. Utilization and expansion of machine-writing or voicewriting 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.

Lecture: 1 hour. Laboratory: 6 hours

Prerequisite(s): CCR-1220 Voicewriting III; or CCR-1341 Realtime Theory IV or concurrent enrollment; and CCR-2351 Editing Legal Documents or concurrent enrollment.

CCR-1470 Transcript Production for Court Reporting and Captioning
3 Credits

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.

Lecture: 3 hours

Prerequisite(s): None.

CCR-1551 Research and Transcript Preparation
3 Credits

Focuses on transcript preparation skills including research, keyboarding development, and transcript formatting in various word processing software including Word, Word Perfect, and court-reporting specific software programs. Utilizing audio and a foot pedal and editing transcripts produced by automatic speech recognition software.

Lecture: 2 hours. Laboratory: 3 hours

Prerequisite(s): None.

CCR-1601 Court Reporting Technology
4 Credits

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

Lecture: 2 hours. Laboratory: 6 hours

Prerequisite(s): CCR-1220 Voicewriting III, or CCR-1335 Realtime Theory III.

CCR-1820 Independent Study in Captioning and Court Reporting
1-3 Credits

Directed individual study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-182H Honors Independent Study in Captioning and Court Reporting
1-3 Credits

Honors-level directed individual study. Must meet criteria set forth in Honors Course Checklist used to approve regular honors courses. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test, and must have an A or a B in at least 3 honors courses. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-2200 Medical Terminology for Captioning and Court Reporting
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.

Lecture: 2 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1341 Realtime Theory IV or concurrent enrollment; or CCR-1220 Voicewriting III or concurrent enrollment.

CCR-2310 Realtime Writing for Court Reporting and Captioning
2 Credits

Focuses on precision and accuracy of realtime writing skills.

Lecture: 1 hour. Laboratory: 2 hours

Prerequisite(s): CCR-1451 Speedbuilding and Transcription at 140 WPM; or departmental approval.

CCR-2351 Editing Legal Documents
3 Credits

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.

Lecture: 3 hours

Prerequisite(s): ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-2361 Proofreading Skill Development
3 Credits

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.

Lecture: 2 hours. Laboratory: 2 hours

Prerequisite(s): CCR-2351 Editing Legal Documents.

CCR-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 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 180 wpm.

Lecture: 1 hour. Laboratory: 6 hours

Prerequisite(s): CCR-1451 Speedbuilding and Transcription at 140WPM or CCR-1210 VoiceWriting II.

CCR-2451 Speedbuilding and Transcription at 225 WPM
3 Credits

Speedbuilding at speed levels of 225 wpm of question and answer testimony, 200 wpm jury charge material and 180 wpm literary material. Utilization and expansion of machine-writing or voice-writing theory. Practical procedures on stenotype machine or voicewriting software and technology to develop skill levels on question-and-answer testimony, jury charge and literary materials.

Lecture: 1 hour. Laboratory: 6 hours

Prerequisite(s): CCR-2401 Speedbuilding and Transcription at 180 WPM.

CCR-2470 Advanced Technology
3 Credits

Capstone course in Captioning and Court Reporting. Students apply technology and format applications to produce transcripts in preparation for initial employment. Concentrated, production-oriented class with employment related projects, deposition projects, and realtime projects.

Lecture: 2 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1451 Speedbuilding and Transcription at 140 WPM, and CCR-1601 Court Reporting Technology; or CCR-1220 Voicewriting III.

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.

Lecture: 2 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1451 Speedbuilding and Transcription at 140 WPM or CCR-1220 Voicewriting III or departmental approval

CCR-2740 Digital Reporting Technology
4 Credits

Instruction in digital reporting and transcription. Emphasis on digital court reporting software, hardware, digital reporters' professional responsibilities, and transcript production.

Lecture: 3 hours. Laboratory: 3 hours

Prerequisite(s): CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production.

CCR-2750 Annotation for Digital Reporting
2 Credits

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.

Lecture: 1 hour. Laboratory: 3 hours

Prerequisite(s): CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production, and CCR-1550 Research and Transcription or concurrent enrollment, and CCR-1650 Terminology for the Transcriber, and CCR-2740 Digital Reporting and Transcription or concurrent enrollment.

CCR-2820 Independent Advanced Study in Captioning and Court Reporting
1-3 Credits

Directed individual advanced study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-282H Honors Advanced Independent Study in Captioning and Court Reporting

1-3 Credits

Honors-level directed individual study. Must meet criteria set forth in the Honors Course Checklist used to approve regular courses. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

Lecture: 1-3 hours

Prerequisite(s): Departmental approval and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test; and must have earned an A or B in at least 3 honors courses. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

CCR-2841 Internship
2 Credits

Provides student with 75 hours of actual writing time during on-the-job training using voicewriting technology or machine shorthand technology along with a variety of professional-level tasks. Includes additional practice activities and a practice designed to support students in successfully completing tasks assigned at internship site.

Laboratory: 3 hours

Other Required Hours: Directed practice: 5 hours per week.

Prerequisite(s): CCR-2401 Speedbuilding and Transcription at 180 WPM; or concurrent enrollment in CCR-2451 Speedbuilding and Transcription at 225 WPM, and CCR-2470 Advanced Technology.