

CAPTIONING AND COURT REPORTING CERTIFIED STENOWRITING, CERTIFICATE OF PROFICIENCY



The Certificate of Proficiency in Court Reporting National Court Reporters Association (NCRA) Certified Steno Writing Curriculum will prepare students to be an entry-level court reporter in the judicial/official, freelance, captioning and/or computer-assisted realtime translation (CART) avenues of the profession, or employment as a transcriptionist using steno writing technology. Upon completion of this certificate, students can sit for the NCRA Written Knowledge Test. This is a 100-question exam testing knowledge on procedural, and more academic-type materials including vocabulary, punctuation, transcript distribution, professional responsibilities, and ethics. Students can sit for the NCRA Skills Test, Registered Professional Reporter (RPR) using steno writing technology consisting of the dictation and transcription of three five-minute segments with accuracy of 95 percent - 180 word-per-minute literary, a 200 word-per-minute jury charge, and a 225 word-per-minute question and answer.

This program is available to be completed 100% online.

Program contact: Learn more

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.

Learn more about how certificate credits apply to the related degree.

Program Admissions Requirements

- ENG-0995 Applied College Literacies or appropriate score on English Placement Test.
- Recommend students take CCR-1000 Introduction to Stenographic Court Reporting in the semester prior to entering the program.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Adhere to ethical standards and requirements while completing work in a timely manner.
2. Utilize appropriate reference materials (medical dictionaries, PDR, Internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.

3. Work independently and apply business procedures to maintain a freelance practice.
4. Write 225 wpm with 96% accuracy and apply real-time technology skills.
5. Write 140 wpm of literary material with 96% real-time accuracy.
6. Effectively apply the use of specialized vocabulary (business, sports, meteorology, politics) as found in current events to capture the spoken word in real time writing.
7. Apply appropriate courtroom procedures to professional work.
8. Maintain a professional appearance and demeanor in a legal setting while adhering to ethical standards and requirements and completing work in a timely manner.
9. Prepared to sit for the Registered Professional Reporter (RPR) Certification Exam.

Suggested Semester Sequence

First Semester		Credit Hours
CCR-1000	Introduction to Stenographic Court Reporting	1
CCR-1300	Realtime Theory I	4
CCR-1350	Legal Terminology	3
CCR-1360	Court Procedures	3
Credit Hours		11
Second Semester		Credit Hours
CCR-1331	Realtime Theory II	2
CCR-1335	Realtime Theory III	2
CCR-2351	Editing Legal Documents	3
Credit Hours		7
Summer Session		Credit Hours
CCR-1341	Realtime Theory IV	2
CCR-1451	Speedbuilding and Transcription at 140 WPM	3
Credit Hours		5
Third Semester		Credit Hours
CCR-1601	Court Reporting Technology	4
CCR-2200	Medical Terminology for Captioning and Court Reporting	3
CCR-2401	Speedbuilding and Transcription at 180 WPM	3
CCR-2361	Proofreading Skill Development	3
Credit Hours		13
Fourth Semester		Credit Hours
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2451	Speedbuilding and Transcription at 225 WPM	3
CCR-2470	Advanced Technology	3
CCR-2841	Internship	2
Credit Hours		11
Total Credit Hours		47

¹ This class is only offered in the summer specific to C&CR students.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.