

CAPTIONING AND COURT REPORTING CERTIFIED VOICEWITING, CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in Captioning and Court Reporting Certified Voice Writing Curriculum will prepare students to be an entry-level court reporter in the judicial/official, freelance, captioning and/or CART avenues of the profession, or employment as a transcriptionist using voice writing technology. Upon completion of this certificate, students can sit for the NVRA 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 NVRA Skills Test, Certified Verbatim Reporter (CVA) using voice 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.

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.

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 realtime 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 NCRA Registered Professional Reporter (RPR) or NVRA Certified Verbatim Reporter (CVR) Exam.

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.

Suggested Semester Sequence

| First Semester | | Credit Hours |
|------------------------------|--|--------------|
| CCR-1101 | Introduction to Voice Writing | 1 |
| CCR-1200 | Voicewriting I ¹ | 2 |
| CCR-1210 | Voicewriting II ¹ | 2 |
| CCR-1350 | Legal Terminology | 3 |
| CCR-1360 | Court Procedures | 3 |
| Credit Hours | | 11 |
| Second Semester | | Credit Hours |
| CCR-1220 | Voicewriting III | 4 |
| CCR-1451 | Speedbuilding and Transcription at 140 WPM | 3 |
| CCR-2351 | Editing Legal Documents | 3 |
| Credit Hours | | 10 |
| Summer Session | | Credit Hours |
| CCR-1601 | Court Reporting Technology | 4 |
| CCR-2401 | Speedbuilding and Transcription at 180 WPM | 3 |
| CJ-1120 | Criminal Court Procedures ² | 2 |
| Credit Hours | | 9 |
| Third Semester | | Credit Hours |
| CCR-2480 | Using Captioning Technology | 3 |
| CCR-2451 | Speedbuilding and Transcription at 225 WPM | 3 |
| CCR-2602 | Technical Terminology | 3 |
| Credit Hours | | 9 |
| Fourth Semester | | Credit Hours |
| Select one of the following: | | 2-3 |
| CCR-1460 | Literary Writing | |
| CCR-1470 | Transcript Production for Court Reporting and Captioning | |
| CCR-2360 | Proofreading Skill Development | |
| CCR-2470 | Advanced Technology | 3 |
| CCR-2841 | Internship | 2 |
| Credit Hours | | 7-8 |
| Total Credit Hours | | 46-47 |

¹ Consecutive 8 week course.

² This class is only offered in the summer specific to C&CR students.