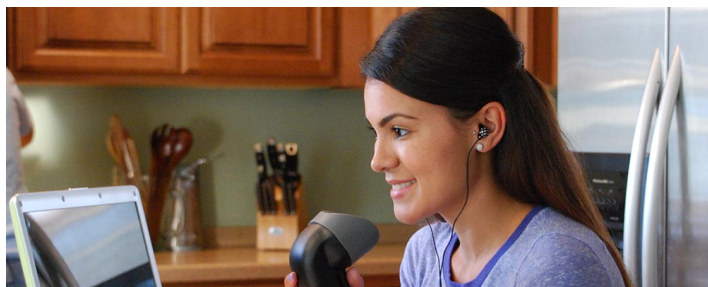


CAPTIONING AND COURT REPORTING CERTIFIED VOICEWRITING, CERTIFICATE OF PROFICIENCY



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.

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.