

CCR-1000: INTRODUCTION TO STENOGRAPHIC COURT REPORTING

Cuyahoga Community College

Viewing: CCR-1000 : Introduction to Stenographic Court Reporting

Board of Trustees:

January 2023

Academic Term:

Fall 2023

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1000

Title:

Introduction to Stenographic Court Reporting

Catalog Description:

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

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Discuss the concept of utilizing stenographic court reporting machine technology skills for professions in the judicial, broadcast, educational, and corporate environments.

Objective(s):

- a. Discuss various professional environments for stenographic court reporters.
- b. Define the judicial environment for stenographic court reporters.
- c. Define the broadcast captioning environment for stenographic court reporters and captioners.
- d. Define the educational environments for stenographic court reporters and Communication Access Realtime Translation (CART) Providers.

Course Outcome(s):

Explain the basic equipment requirements for stenographic court reporting and related professions and the impact of technology on the profession.

Objective(s):

- a. Describe components of a stenographic court reporting machine.
 - b. Identify basic stenographic hardware requirements.
 - c. Identify stenographic computer-assisted transcription software programs.
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Course Outcome(s):

Discuss the impact of technology on the profession of stenographic court reporting.

Objective(s):

- a. Discuss realtime writing.
- b. Describe dictionary management as it relates to the stenographic court reporting industry.
- c. Discuss the evolution of technologies utilized in the stenographic court reporting industry.

Course Outcome(s):

Discuss the skills necessary to be a successful stenographic court reporter.

Objective(s):

- a. Discuss professionalism.
- b. Discuss vocabulary skills.
- c. Discuss grammar and proofreading.
- d. Discuss practice strategies.

Course Outcome(s):

Discuss the skills necessary to work in the judicial, broadcast, educational, and corporate environments.

Objective(s):

- a. Discuss research for job preparation.
- b. Discuss research for transcript production.
- c. Discuss dictionary management strategies and skills.

Course Outcome(s):

Discuss ethics and professional standards as related to the stenographic court reporter.

Objective(s):

- a. Identify ethical issues for stenographic court reporters.
- b. Discuss the National Court Reporters Association's Code of Professional Ethics.

Methods of Evaluation:

- a. Quizzes and tests
- b. Homework
- c. Class participation
- d. Research paper
- e. Interview with professional stenographic court reporter.

Course Content Outline:

- a. Stenographic court reporting profession
 - i. History of the profession
 - ii. Entry-level employment requirements
 - iii. Career paths in the judicial, broadcast, educational, and corporate environments
- b. Emerging careers for the stenographic court reporter
 - i. Judicial court reporting
 - ii. Captioning
 - iii. CART providing
 - iv. Transcription
 - v. Employee vs independent contractor
- c. Equipment requirements

- i. Hardware requirements
 1. Steno machine
 2. Laptop computer
 3. Bluetooth components
 4. Printers
- ii. Software requirements
 1. Computer-assisted transcription software
 2. Word processing software
- d. Skills for Success
 - i. Grammar skills
 - ii. Proofreading skills
 - iii. Vocabulary development
 - iv. Professional skills
- e. Parts of a Transcript
 - i. Title Page
 - ii. Appearance Page
 - iii. Index Page
 - iv. Body of Transcript
 - v. Certificate
- f. Broadcasting environments
 - i. Captioning employers
 - ii. Remote captioning vs in-house captioning
- g. Educational environments
 - i. CART providing responsibilities
 - ii. CART providing employers
 - iii. Remote vs in-person CART providing work
- h. Corporate environments
 - i. CART or captioning or judicial-like capture of meetings
 - ii. Corporate environment employers
- i. Ethics and professionalism
 - i. Ethical issues
 - ii. National Court Reporters Association Code of Ethics for Court Reporters, Captioners, and CART Providers

Resources

Knapp, Mary. (2009) *The Complete Court Reporter's Handbook*, Pearson.

National Learning Corporation. (2019) *The Realtime Way of Life. Court Reporter (Career Examinatin Series)*, Passbooks.

National Court Reporters Association. "Code of Professional Conduct"

Anderson, Lydia; Bolt, Sandra. (2015) *Professionalism: Skills for Workplace Success*, Pearson.

Hampton, Ashan, R. (2019) *Proofreading Power, Skills and Drills*, lulu.com.

Kaufman, Andrew; Fairchild, Charles, S.; Wilkinson, David; Wald, Eli; Swisher, Keith. *Problems in Professional Responsibility for a Changing Profession*, Carolina Academic Press.

(2015) Functional connectivity of the Striatum in Experts of Stenography. *Brain Behavior*, Wiley-Blackwell.

Resources Other

- a. Journal of Court Reporting
- b. National Court Reporters Association website, www.ncra.org

Top of page

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