

CAPTIONING AND COURT REPORTING WITH A CONCENTRATION IN VOICE WRITING, ASSOCIATE OF APPLIED BUSINESS



The Associate of Applied Business degree in Captioning and Court Reporting with a concentration in Voice Writing 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.

This program is available to be completed 100% online.

Program contact: Learn more

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), 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

- High School Diploma/GED
- ENG-0995 Applied College Literacies or appropriate score on English Placement Test.
- Recommend students take CCR-1101 Introduction to Voice Writing in the semester prior to entering the program.

Program Learning Outcomes

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

- Adhere to ethical standards and requirements while completing work in a timely manner.

- Utilize appropriate reference materials (medical dictionaries, PDR, Internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.
- Work independently and apply business procedures to maintain a freelance practice.
- Write 225 wpm with 96% accuracy and apply real-time technology skills.
- Write 140 wpm of literary material with 96% real-time accuracy.
- 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.
- Apply appropriate courtroom procedures to professional work.
- Maintain a professional appearance and demeanor in a legal setting while adhering to ethical standards and requirements and completing work in a timely manner.
- Prepared to sit for the Certified Verbatim Reporter (CVR) Certification Exam.

Suggested Semester Sequence

First Semester		Credit Hours
CCR-1101	Introduction to Voice Writing	1
CCR-1350	Legal Terminology	3
CCR-1360	Court Procedures	3
CCR-1200	Voicewriting I ¹	2
CCR-1210	Voicewriting II ¹	2
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Credit Hours		14
Second Semester		Credit Hours
CCR-1220	Voicewriting III	4
CCR-1451	Speedbuilding and Transcription at 140 WPM	3
CCR-2351	Editing Legal Documents	3
Select one of the following:		3
HUM-1010	Introduction to Humanities	
PHIL-2020	Ethics	
Credit Hours		13
Summer Session		Credit Hours
CCR-1601	Court Reporting Technology	4
CJ-1120	Criminal Court Procedures	2
CCR-2401	Speedbuilding and Transcription at 180 WPM	3
Credit Hours		9
Third Semester		Credit Hours
CCR-2451	Speedbuilding and Transcription at 225 WPM	3
CCR-2480	Using Captioning Technology	3
CCR-2602	Technical Terminology	3
MATH-1190	Algebraic and Quantitative Reasoning (or higher Approved Ohio Transfer 36 Mathematics course) ²	3
Credit Hours		12

Fourth Semester

CCR-2470	Advanced Technology	3
CCR-2841	Internship	2
Select from one of the following:		2-3
CCR-1470	Transcript Production for Court Reporting and Captioning	
CCR-2361	Proofreading Skill Development	
DEGR-XXXX	Communication requirement	3
Select one of the following:		3
PSY-1010	General Psychology	
ANTH-1010	Cultural Anthropology	
SOC-2410	Sociology of Gender	
Credit Hours		13-14
Total Credit Hours		61-62

¹ Consecutive eight week course.

² MATH-1100 Mathematical Explorations or MATH-1240 Contemporary Mathematics taken prior to Fall 2024 will be accepted to meet mathematics requirement for this program.

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.