

# COURT REPORTING VOICE WRITING PROGRAM

## EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Voice Writing Program is to prepare students for entry-level positions as court reporters or CART providers by developing their voice writing speed to 225 words per minute. The program also includes training in English grammar skills, court reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, and vocabulary. Students also will be trained in courtroom and deposition procedures and word processing. Typical work settings include courtrooms, television stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses, and legislative bodies.

## METHODS OF DELIVERY

All courses must be taken online. CR142 (Externship) is completed under the direction of a practicing court reporter or other method approved by the school.

## PROGRAM LENGTH

Students should complete the program in approximately 15 months.

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
CR106	Introduction to Computers and Word Processing I	10	50	0	3.5
CR110	English	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR142	Court Reporting Externship	0	0	50	1.5
CR144	Proofreading	60	0	0	6
CR150	Anatomy/Physiology	60	0	0	6
CR160	Court Reporting Procedures I	60	0	0	6
CR161	Court Reporting Procedures II	5	55	0	3
CR165	CSR Written Exam Preparation	60	0	0	6
CR208	Criminal Law	60	0	0	6
CR300B	Business Law	60	0	0	6
CR402S	Beginning Voice Writing Operation	100	20	0	11
CR403	Intermediate Voice Writing Transcription	100	20	0	11
CR404	Advanced Voice Writing Transcription	100	20	0	11
<b>SUBTOTALS</b>		<b>945</b>	<b>165</b>	<b>50</b>	<b>104</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					<b>104</b>
<b>TOTAL CLOCK HOURS REQUIRED FOR COMPLETION</b>					<b>1160</b>

## IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting Voice Writing program in the above-stated time period. Experience has shown that based on individual needs and responsibilities of students, the program may take longer than the above-stated periods. An individual's voice writing speed will increase according to his or her ability. Voice writing court reporting is a unique program and not all students proceed or progress at the same pace. Students who do

not complete the program in the above stated time periods will continue to pay tuition on a pro rata basis until the program is completed.

## TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAMS

Students who wish to work in Texas as official, freelance, or agency court reporters must pass Certified Shorthand Reporter licensing exams administered by the Judicial Branch Certification Commission. Preparation for these exams is taught in CR165. The fees and testing dates and locations for these exams can be found at <http://www.txcourts.gov/jbcc/court-reporters-certification/exam.aspx>.

# DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

CR106 ..... 60/4.5

## INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). (*Prerequisite: None*)

CR110 ..... 60/6

## ENGLISH

This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives, and sentence structure. (*Prerequisite: None*)

CR120 ..... 90/9

## COURT REPORTING ENGLISH

This subject provides emphasis on specialized English training as it applies to the court reporting profession. The editing of transcripts, punctuation, and proofreading skills are taught. (*Prerequisite: CR110*)

CR130 ..... 60/6

## LEGAL TERMINOLOGY

This course provides an introduction to legal words, definitions, spellings, pronunciations, and usage. (*Prerequisite: None*)

MA140 ..... 60/6

## MEDICAL TERMINOLOGY

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology. (*Prerequisite: None*)

CR142 ..... 50/1.5

## COURT REPORTING EXTERNSHIP

This subject provides students with experience in the work-related environment of court reporting. Students are placed in courtroom settings and deposition situations. Externship shall include a minimum of 50 hours of participation under the direction of a practicing court reporter. A minimum

of 40 hours shall be spent in actual verbatim reporting time and shall be verified by the reporter(s) under whom the externship is being completed. Written transcriptions consisting of forty (40) pages of verbatim testimony must be turned in and evaluated by a school-assigned instructor. Transcripts are reviewed by the instructor for accuracy and proper form. Students interact with school instructors at least once a week to address areas of concern and progress. Students are exclusively supervised by school instructors. Students are graded on a pass/fail basis. (*Prerequisite: Completion of 180 wpm requirement on testimony material*)

CR144 ..... 60/5.5

## PROOFREADING

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. (*Prerequisite: None*)

CR150 ..... 60/6

## ANATOMY/PHYSIOLOGY

This course presents an integrated approach to the human body. Upon successful completion of this course, students will be able to separate and identify the parts of the human body. (*Prerequisite: MA 140*)

CR160 ..... 60/6

## COURT REPORTING PROCEDURES I

This subject explains the role of the reporter in freelance and other reporter positions such as CART and captioning. The course is designed to instruct the students in various freelance procedures to assist them in making the transition from classroom to freelance court reporter. In addition, all students will learn about the different components of a deposition and complete a deposition using CAT software. Emphasis is on transcript production. (*Prerequisites: CR120, CR403*)



*Photo taken at  
ACI campus*

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours	
CR161 .....	60/3
<b>COURT REPORTING PROCEDURES II</b>	
This subject provides the student with a continued understanding of court reporting procedures in the area of transcript production for court proceedings. In addition, students will learn the rules that govern remote/virtual proceedings, as well as the importance of ethics in the profession. Students will learn how to administer oaths, mark exhibits, use parentheticals correctly, and use good proofreading skills. Emphasis is on transcript production. ( <i>Prerequisites: CR120, CR160, CR403</i> )	
CR165 .....	60/6
<b>CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION</b>	
This class is designed to prepare students for the written section of the Texas CSR Exam. It is an overview of English, vocabulary, spelling, legal terminology, medical terminology, and selected Texas Statutes and Rules as they apply to Court Reporting. ( <i>Prerequisite: CR110, CR130, CR140, CR200</i> )	
CR208 .....	60/5.5
<b>CRIMINAL LAW</b>	
This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure. ( <i>Prerequisite: None</i> )	
CR300B .....	60/5.5
<b>BUSINESS LAW</b>	
Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, business organizations, and securities markets are about. They will be able to recognize the processes and procedures which make for sound contracts, agency relationships business organizations, and securities markets regulations. They will be able to read and comprehend judicial decisions, statutory enactments, and administrative regulations affecting the interpretation of contracts, the scope of agency relationships, the modus operandi of business organizations, and the governing of securities markets. ( <i>Prerequisites: None</i> )	
CR402S .....	120/11.5
<b>BEGINNING VOICE WRITING OPERATION</b>	
80-100 words per minute using the voice writing method of transcription. The course introduces basic principles of voice writing operation. Emphasis is placed on the proper method of speaking into the stenomask, proper use of dictation/transcription equipment, and proper format of transcribed material. A transcription speed of 80-100 wpm with 95 percent accuracy must be attained. Students are given information about realtime, closed captioning, and dictionary building using voice writing software packages used in the court reporting profession. ( <i>Prerequisite: None</i> )	
CR403 .....	120/9
<b>INTERMEDIATE VOICE WRITING TRANSCRIPTION</b>	
120-160 words per minute using the voice writing method of transcription. Also, this course provides the students with basic knowledge and skills of the various types of transcripts prepared by court reporters. A transcription speed of 120-160 wpm with 95 percent accuracy must be attained, along with passing one Raw Realtime Test at 90 percent accuracy at each speed level. This course also introduces the students to basic CAT software. The students will learn how to create, edit, save, print, and manage documents using Case CATalyst VP software. Students gain competency in computer-aided transcription by the introduction of realtime and dictionary-building techniques. ( <i>Prerequisite: CR402S</i> )	
CR404 .....	120/13
<b>ADVANCED VOICE WRITING TRANSCRIPTION</b>	
180-225 words per minute. This subject provides emphasis on speed development, using a wide variety of materials, centering on testimony drills at 225 wpm, jury charge at 200 wpm, and literary material at 180 wpm, along with passing one Raw Realtime Test at 90 percent accuracy at 180 wpm. ( <i>Prerequisite: CR403</i> )	