



Court Reporting

COURSE CATALOG

Court Reporting

Continuing Education Program Description:

Court Reporters provide an essential service to the legal community by capturing a verbatim transcript of legal proceedings. Baltimore City Community College's Court Reporting program provides participants with relevant skills and practical insight into the profession. Successful completers are prepared to work as Court Reporters or to pursue careers in CART (Communication Access Real-time Translation) and captioning. This program consists of 120 hours of classroom instruction and is followed by 180 hours of speed development

- CR: Theory I
- CR: Theory II
- CR: Speed Development I
- CR: Speed Development II
- CR: Speed Development III

Location of classes:

Office of Gore Brothers
36 S. Charles St. Suite 2002
Baltimore, Maryland 21201
410-837-3027

Court Reporting Theory I

Continuing Education Course Description:

Students will master the StenEd keyboard and become familiar with finger strokes and how to type on the StenEd machine. Students will demonstrate their understanding of the course by being able to accurately and proficiently complete exercises, transcribe classroom dictations, and read back transcriptions in class. For additional information about Court Reporting, please visit mdreportingschool.com.

In-Person or Online: In-Person

Length of Time: 60 Hours

Pricing: \$499 (Tuition \$489, Fees \$10); Textbook is an additional cost

Textbook: *StenEd* Theory Pack containing *StenEd: Real-time Theory Volume I*, Reader

and CDs.

Requirements: High School Diploma or GED

Successful Completion: Baltimore City Community College Certificate of Completion (6 CEUs). Students will also have access to their student transcript.

Job Outlook: O*Net Code 23-2091.00 –Court Reporters. O*Net is an online, occupational information network that has up-to-date information on many occupations. www.onetonline.org

Contact Information:

LeShan Reid

(410)-580-2760

lreid@bccc.edu

Court Reporting Theory II

Continuing Education Course Description:

A continuation of Court Theory I. Students will continue to develop essential court reporting skills. Upon successful completion of this course, students will possess the knowledge and ability to write at a minimum of 30-40 wpm and will be prepared to advance to Speed I.

In-Person or Online: In-Person

Length of Time: 60 Hours

Pricing: \$499 (Tuition \$489, Fees \$10)

Textbook: *StenEd: Real-time Theory, Volume I* (Same textbook as Theory I)

Requirements: Students must successfully complete Theory I before enrolling in this course.

Successful Completion: Baltimore City Community College Certificate of Completion (6 CEUs). Students will also have access to their student transcript.

Job Outlook: O*Net Code 23-2091.00 –Court Reporters. O*Net is an online, occupational information network that has up-to-date information on many occupations. www.onetonline.org

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Speed Development I, II and III

Continuing Education Course Description:

This course is divided into three sections, each containing three wpm speed thresholds. An initial assessment will be given to determine at which level students will begin.

Speed I: Participants will apply the knowledge and skills gained in the theory portion of the program to build a writing speed in three categories: 40, 60, and 80 wpm. Students will be required to pass three tests in each of these three speed categories with 97% accuracy. Upon successful completion of these assessments, students will immediately move on to Speed II.

Speed II: The focus of this portion of the course will be Literary, Question and Answer, and Jury Charge. This section will involve achieving accuracy at the following speeds: 100, 200, and 140 wpm. Students will be required to pass two tests in each speed category with 97% accuracy. Upon successful completion of these assessments, students will immediately move on to Speed III.

Speed III: The final section of this course will continue to cover Literary, Question and Answer, and Jury Charge. This course will involve learning how to write 160, 180, 200, and 225 wpm. Students will be required to pass two tests in each of these categories with 97% accuracy. In this class everyone should be using a stenograph machine that is computer ready and has student translation software.

Note: A personal laptop computer with CATS (Computer Aided Transcript) software is required for this course. Details will be shared at the end of Theory II. In addition, students must have their own stenograph machine. Rental information for stenographs is listed below:

Stenograph, <http://www.stenograph.com>, 800-323-4247 ext.5563, Rebecca Boehm

Stenotech, <http://www.stenotech.com/>, 800-388-4605, Kerry Bruner

In-Person or Online: In-Person

Length of Training: 60 Hours per Speed Category

Pricing: \$499 (Tuition \$489 tuition, Fees \$10) per Speed Category

Textbook: None

Requirements: Students must successfully complete Theory I and Theory II before enrolling in this course.

Successful Completion: Baltimore City Community College Certificate of Completion (6 CEUs per Speed Category). Students will also have access to their student transcript.

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