

CCR-1001: INTRODUCTION TO STENO WRITING

Cuyahoga Community College

Viewing: CCR-1001 : Introduction to Steno Writing

Board of Trustees:

March 2026

Academic Term:

Fall 2026

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1001

Title:

Introduction to Steno Writing

Catalog Description:

Introduction to steno writing 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 steno writing machine technology skills for professions in the judicial, broadcast, educational, and corporate environments.

Objective(s):

1. Discuss various professional environments for steno writers.
2. Define the judicial environment for steno writers..
3. Define the broadcast captioning environment for steno writers and captioners.
4. Define the educational environments for steno writers and Communication Access Realtime Translation (CART) Providers.

Course Outcome(s):

Explain the basic equipment requirements for steno writing and related professions and the impact of technology on the profession.

Objective(s):

1. Describe components of a steno writing machine.
2. Identify basic steno writing hardware requirements.
3. Identify steno writing computer-assisted transcription software programs.

Course Outcome(s):

Discuss the impact of technology on the profession of steno writing.

Objective(s):

1. Discuss realtime writing.
2. Describe dictionary management as it relates to the steno writing industry.
3. Discuss the evolution of technologies utilized in the steno writing industry.

Course Outcome(s):

Discuss the skills necessary to be a successful steno writer.

Objective(s):

1. Discuss professionalism.
2. Discuss vocabulary skills.
3. Discuss grammar and proofreading.
4. Discuss practice strategies.

Course Outcome(s):

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

Objective(s):

1. Discuss research for job preparation.
2. Discuss research for transcript production.
3. Discuss dictionary management strategies and skills.

Course Outcome(s):

Discuss ethics and professional standards as related to the steno writer.

Objective(s):

1. Identify ethical issues for steno writers.
2. Discuss the National Court Reporters Association's Code of Professional Ethics.

Methods of Evaluation:

1. Quizzes and tests
2. Homework
3. Class participation

Course Content Outline:

1. Steno writing profession
 - a. History of the profession
 - b. Entry-level employment requirements
 - c. Career paths in the judicial, broadcast, educational, and corporate environments
2. Emerging careers for the steno writer
 - a. Judicial court reporting
 - b. Captioning
 - c. CART providing
 - d. Transcription
 - e. Employee vs independent contractor
3. Equipment requirements
 - a. Hardware requirements
 - i. Steno machine
 - ii. Laptop computer
 - iii. Bluetooth components
 - iv. Printers
 - b. Software requirements

- i. Computer-assisted transcription software
 - ii. Word processing software
- 4. Skills for Success
 - a. Grammar skills
 - b. Proofreading skills
 - c. Vocabulary development
 - d. Professional skills
- 5. Parts of a Transcript
 - a. Title page
 - b. Appearance page
 - c. Index page
 - d. Body of transcript
 - e. Certificate
- 6. Broadcasting environments
 - a. Captioning employers
 - b. Remote captioning vs in-house captioning
- 7. Educational environments
 - a. CART providing responsibilities
 - b. CART providing employers
 - c. Remote vs in-person CART providing work
- 8. Corporate environments
 - a. CART or captioning or judicial-like capture of meetings
 - b. Corporate environment employers
- 9. Ethics and professionalism
 - a. Ethical issues
 - b. National Court Reporters Association Code of Ethics for Court Reporters, Captioners, and CART Providers

Religious Accommodation

Before reviewing the course schedule, students should carefully review the following religious accommodation policy and other required instructional policies:

Religious Accommodation:

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. Please submit requests for accommodations at this link: [https://portal2.tri-c.edu/ReligiousAccommodation/Religious Accommodation Form](https://portal2.tri-c.edu/ReligiousAccommodation/ReligiousAccommodationForm). Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the College's Office of General Counsel and Legal Services by phone at 216.987.4856 or via email at legal@tri-c.edu.

Other Required Instructional Policies:

<https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf>

Weekly Schedule

	Topics
Week 1	History of the Captioning and Court Reporting Profession
Week 2	Entry-level Employment Opportunities
Week 3	Career Paths in Judicial Reporting
Week 4	Career Paths in Captioning
Week 5	Career Paths in CART Providing
Week 6	Career Paths in Transcription
Week 7	Career Paths in Educational and Corporate Environments
Week 8	Employee vs. Independent Contractor
Week 9	Computer and equipment setup
Week 10	Steno machine and CAT software
Week 11	CCR course content and certificate options
Week 12	NCRA certifications

Week 13 Ethics and professionalism: NCRA Code of Professional Ethics

Week 14 Grammar, proofreading, and punctuation

Week 15 Transcript components

Week 16 Review and final

The Course Schedule is subject to change due to pedagogical needs, instructor discretion, parts of term, and unexpected events.

Required/Recommended Readings

Introduction to Steno Writing course guides – Authored by Kolleen Barnes and Kelly Moranz

Resources for the Instructor

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.

Additional Resources for the Instructor

1. Journal of Court Reporting
2. National Court Reporters Association website, www.ncra.org

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