CCR-2660: REGISTERED PROFESSIONAL REPORTER EXAMINATION PREPARATION

Cuyahoga Community College

Viewing: CCR-2660 : Registered Professional Reporter Examination Preparation

Board of Trustees:

May 2020

Academic Term:

Fall 2020

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2660

Title:

Registered Professional Reporter Examination Preparation

Catalog Description:

Provides preparation for national certification exam. Speedbuilding at 180, 200, and 225 wpm level. Utilization and expansion of machine-writing theory. Practical procedures on stenographic machine to develop skill levels on questions and answer testimony, jury charge and literary materials. Stenographic machine and access to a computer with Internet is required.

Credit Hour(s):

1

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

CCR 2401 Speedbuilding and Transcription at 180 WPM, or departmental approval.

Outcomes

Course Outcome(s):

Apply stenographic machine writing principles and techniques to succeed on national certification exam.

Objective(s):

1. Write on a stenographic machine at speeds equal to and in excess of national testing requirements.
2. Transcribe tests at a rate of at least 95% accuracy.
3. Answer questions for the Written Knowledge Test, a facet of the national examination, at a rate of 70% or higher.

Methods of Evaluation:

1. Homework.
2. Stenotype and transcription tests.
3. Written Knowledge multiple-choice tests.

Course Content Outline:

1. Concepts
    a. Stenotype writing principles and rules
    b. Computer-aided software application for court reporters
    c. Dictionary management
    d. Machine shorthand techniques

e. Techniques for reducing hesitation
 f. Techniques for building speed and accuracy
2. Skills
    a. Writing of questions and answers at a minimum speed of 225 words per minute.
    b. Writing of jury charge materials at a minimum speed of 200 words per minute.
    c. Writing of literary materials at a minimum speed of 180 words per minute.
3. Issues
    a. Hesitation in writing
    b. Accuracy
    c. Written knowledge test preparation
    d. Test anxiety

Resources

Kauffman, Kent; Brown, Gordon. (2018) (January 167, 2018) *Legal Terminology*, New York: Pearson.

Barrett, Grant. (2016) *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*, San Francisco: Zephryus.

NCRA. (2016) *The Official RPR Study Guide*, Vienna: National Court Reporters Association .

"Depositions"

"LAJ Speed Tests"

"Speed Development, Book II"

"Speed Drills"

"Journal of Court Reporting"

NCRA. *The Deposition Handbook*. Vienna: National Court Reporters Association,

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Montefiore, Simon Sebag. (2019) (May 5, 2019) *Speeches that Changed the World*, London: Quercus.

Resources Other

Faculty Created Materials
Excerpts from actual trial transcripts including Q and A and jury charges
Articles from newspapers, journals, blogs.

Top of page
Key: 4733