



SOUTH
SUBURBAN
COLLEGE

**COURT
REPORTING/
VERBATIM
TECHNOLOGY**

NCRA-CERTIFIED PROGRAM



COURT REPORTING/VERBATIM TECHNOLOGY PROGRAM INFORMATION

Upon completion of the Court Reporting/Verbatim Technology curriculum, the student will receive an Associate Degree in Applied Science. A major component of the curriculum is the development of conflict-free machine shorthand speed up to the graduation goal of 225 words per minute (wpm). For most students, three or more years of training are necessary to accomplish this. A major component of the program is the development of English grammar, punctuation, and vocabulary skills. Legal Terminology, Medical Terminology, and Court Practicum are among the other courses that will prepare the student to function as a professional court reporter. The curriculum is designed to prepare the student to take the Illinois Certified Shorthand Reporter Examination, which is the professional certifying exam for the State of Illinois. Court Reporting/Verbatim Technology instructors at SSC are dedicated, compassionate, and supportive, which is very important given the demanding nature of the program. The emotional and motivational needs of the students are regularly addressed with field trips, seminars, technology demonstrations, luncheons, support groups, and achievement awards. Class sizes are small, from 12 to 25 students.

NEW CLASS STARTING TIMES, DATES AND LOCATIONS

All Court Reporting/Verbatim Technology classes are held at SSC's *Oak Forest Center* in Oak Forest, Illinois – 16333 South Kilbourn. New daytime classes begin in the fall and spring semesters. Most classes run during the daytime between 8am - 3pm. Daytime machine shorthand classes meet two hours per day, Monday through Friday. A typical load in one semester would include two eight-week machine shorthand classes and one or two of the academic classes in the curriculum.



EQUIPMENT

Students must rent, lease, or purchase an electronic stenographic machine with the necessary USB cables to connect to the computer. We recommend the Stenograph company writers and software.

VOCABULARY AND WORD SKILLS

As the silent, “Keeper of the Record,” the life of the court reporter revolves around words. The reporter takes testimony from people in all walks of life – engineers, doctors, attorneys, scientists, tradesmen – and every day new terminology is encountered. It is this aspect of reporting that makes it challenging, interesting, and exciting. After a few years of working, the reporter becomes well versed in diverse areas of life. To prepare for this challenge, students are encouraged to continually improve their language skills by reading newspapers, books, and magazines. They should even read unusual items such as sewer covers and construction seals on sidewalks because the names of the companies that manufacture those items will come up someday.

THE REALTIME REPORTER

The sophisticated computerized steno machine that reporters use today allows them to perform realtime translation; that is, instant translation of their steno notes. With this technology, they can write court proceedings, a classroom lecture, a sermon at a church service, broadcast captioning for television shows, and corporate stockholders’ meetings. Many broadcast captioners enjoy the convenience of working out of their homes. Realtime reporting is extremely challenging but also very satisfying, and there is a great need for reporters who can provide this service.



ADMISSION REQUIREMENTS

The Court Reporting/Verbatim Technology Program of South Suburban College is certified by the National Court Reporters Association, which is based in Vienna, Virginia. Before a student may begin the machine shorthand classes, he or she must (1) type a minimum of 45 wpm and (2) place into college-level English on the Compass Test, the placement test administered to all incoming students. After completion of COR 100 and OAT 170 students formally apply for admission to the program.

ASSOCIATE IN APPLIED SCIENCE CURRICULUM

NOTE: Each machine shorthand class runs for eight weeks; therefore, two machine shorthand classes are taken per semester.

Program Prerequisites Credits

COR 100	Intro. To Machine Theory	6
OAT 170	Business English	3

Admission to the program

Cluster 1

ENG 101	Composition & Rhetoric	3
COR 103	Intro. To Two-Voice Dictation 80....	1.5
COR 104	Transcription & Punctuation.....	2
COR 106	Theory Reinforcement & Speed	1.5
COR 109	Intro. To Jury Charge Dictation 90...	1.5
COR 113	Two-Voice 100.....	1.5
COR 115	Jury Charge 110.....	1.5

Summer Term

SPE 108	Speech	3
COR 117	Two-Voice 115.....	1.5
COR 119	Jury Charge 130	1.5

Cluster 2

COR 121	Two-Voice 130	1.5
COR 123	Jury Charge 145	1.5
COR 108	Computer-Aided Transcription.....	2
Group IV	Math Elective Or	
Group V	Physical Life Science	3
COR 171	Legal Terminology	3
COR 127	Two-Voice 145	1.5
COR 131	Jury Charge 160	1.5
COR 133	Literary 120	1.5

Cluster 3

COR 137	Two-Voice 160.....	1.5
COR 139	Jury Charge 175	1.5
COR 141	Literary 135	1.5
HIT 103	Medical Terminology	3
	Social & Behavioral Science Elective ..	3
COR 201	Two-Voice 175 W/Medical 140.....	1.5
COR 203	Jury Charge 190	1.5
COR 205	Literary 150	1.5
COR 206	Court Practicum.....	1
COR 208	CSR Prep	1

Cluster 4

COR 207	Two-Voice 190 W/Medical 155.....	1.5
COR 209	Jury Charge 200.....	1.5
COR 213	Literary 165	1.5
	Humanities Elective.....	3
COR 215	Two-Voice 210 W/Medical 170.....	1.5
COR 217	Literary 180	1.5
COR 219	Two-Voice 225.....	1.5
COR 221	Jury Charge Elective.....	(1.5)

Minimum For Degree

72

WILL REPORTERS BE REPLACED BY ELECTRONIC RECORDING?

Someone unfamiliar with court reporting might think that court reporters could be easily replaced by an electronic recording system. The reality is that no system has been developed that is as effective and efficient as the court reporter who uses the sophisticated CAT (computer-aided transcription) equipment that all reporters use today. First of all, attorneys want a written record to review; and producing a written record from a tape-recorded or videotaped version of a proceeding presents many problems -- identifying speakers, sorting out overlapping speech, slurred words, heavy accents, and extraneous noises. When the reporter cannot hear or understand someone, he or she must interrupt proceedings to clarify the record. In addition, only the court reporter using CAT can effectively offer instant translation for hearing-impaired individuals in courtrooms, depositions, classrooms, and elsewhere.

FLEXIBILITY, MOBILITY

One of the very attractive aspects of freelance court reporting is the flexible work schedule which it offers. Many reporters work on a part-time basis and produce their transcripts in the comfort of their homes, which is particularly attractive for the working mother. All over the United States and abroad there is a shortage of court reporters, which gives the reporter excellent mobility.

IS COURT REPORTING/VERBATIM TECHNOLOGY FOR YOU?

The education and training are stressful, yet rewarding. Prospective students should be intelligent, disciplined, motivated, and they should possess above-average language skills, along with computer literacy. If you are interested in becoming a vital part of the judicial system or performing any of the many applications of realtime reporting, then court reporting may be the profession for you.

CAREER OPPORTUNITIES

The world of the professional court reporter is rapidly changing because of the sophisticated equipment that today's reporter uses. These are some of the areas in which reporters may work:

- Judicial reporting
- Broadcast captioning
- Stenointerpreting
- Webcasting

FOR MORE INFORMATION

For more information about SSC's Court Reporting/Verbatim Technology Program, please contact Latherese Cooke, Court Reporting Coordinator at (708) 596-2000, ext. 3217 or email LCooke@ssc.edu.

To find more information online, please visit www.ssc.edu and click on Site Map, Programs of Study, and Court Reporting/Verbatim Technology. To view a video highlighting the program, click on the video link near the top of the first page. For more information about the profession of court reporting, visit the National Court Reporters Association's website at www.ncra.org.



This is Success.



OAK FOREST CENTER
16333 KILBOURN AVE, OAK FOREST, IL 60452

ssc.edu/ofc