COURT REPORTING AND CAPTIONING

NCCC 001: Stenographic Machine Theory 1

Students have the opportunity to study and apply beginning-level computer-compatible stenographic theory necessary to write and read back basic English vocabulary at 30 words per minute with 90 percent accuracy.

Satisfactory Progress

Units: 0

Lecture Hours: 42 – 46, Lab Hours: 86 – 94

Prerequisites: None
Co-Requisites: None
Advisory: None

Not transferable

NCCC 001T: Theory Skill Development

Students have the opportunity to enhance and apply their understanding of computer-compatible stenographic theory and improve their stenographic skills through supervised practice in preparation for speed-building courses leading to employment in court reporting and related fields.

Satisfactory Progress

Units: 0

Lecture Hours: 32 – 36, Lab Hours: 16 – 18

Prerequisites: None
Co-Requisites: None
Advisory: None

Not transferable

NCCC 002: Stenographic Machine Theory 2

Students have the opportunity to study and apply intermediate-level computer-compatible stenographic theory necessary to write and read back English vocabulary at 40 words per minute with 95% accuracy. Prefixes, suffixes, advanced numbering options, and compressed word beginnings and endings are introduced.

Satisfactory Progress

Units: 0

Lecture Hours: 42 – 46, Lab Hours: 86 – 94

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 001

Not transferable

NCCC 002L: 80-140 WPM Skill Development

This skills development course offers students the means to learn and apply speed-building techniques through highly-structured instructor-facilitated stenographic machine writing and/or voice writing practice tailored to individual skill level in an inclusive and supportive environment. Students are invited to learn and apply deliberate practice components including motivation, preexisting knowledge, immediate informative feedback, and repetition for skill reinforcement and development to increase writing speed and accuracy in the 80-140 words-per-minute speed range.

Satisfactory Progress

Units: 0

Lecture Hours: 24 – 27, Lab Hours: 24 – 27

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 003

Not transferable

NCCC 003: Stenographic Machine Theory 3

Students have the opportunity to complete final computer-compatible stenographic theory lessons and refine machine shorthand skills at 60 words per minute with 97 percent accuracy.

Satisfactory Progress

Units: 0

Lecture Hours: 42 – 46, Lab Hours: 86 – 94

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 002

Not transferable

NCCC 003A: 160-220 WPM Skill Development

This skills development course offers students the opportunity to learn and apply speed-building techniques through highly-structured instructor-facilitated stenographic machine writing and/or voice writing practice, tailored to individual skill level, in an inclusive and supportive environment. Students are invited to learn and apply deliberate practice components for skill reinforcement and development to increase writing speed and accuracy in the 160-220 words-per-minute speed range and are coached on methods to overcome speed plateaus. Students are presented with four-voice testimony formatting in compliance with Certified Shorthand Reporter examination requirements and are invited to apply this knowledge by producing transcripts from class dictation.

Satisfactory Progress

Units: 0

Lecture Hours: 24 – 27, Lab Hours: 24 – 27

Prerequisites: None
Co-Requisites: None
Advisory: None

Not transferable

NCCC 004: CAT Software Basics

In this course, students have the opportunity to learn and apply basic software commands to write, edit, create, save, and print files using computer-aided stenography transcription software through instructor-facilitated, hands-on practice and application.

Satisfactory Progress

Units: 0

Lecture Hours: 8 – 9, Lab Hours: 8 – 9

Prerequisites: None
Co-Requisites: None
Advisory: None

Not transferable

NCCC 005: Voice Writing Theor

In this course, students have the opportunity to study and apply computer-compatible stenographic or voice theory to recognize and create stenographic outlines and/or voice codes for intermediate-level legal terms and phrases necessary to attain a writing speed of 160 words per minute with a focus on multi-voice writing and transcription. Correct formatting of numbers as applied in legal transcripts recording multiple speakers is presented and reinforced through class activities and assignments. Content and assignments include how to read and interpret the court calendar to identify and apply information critical to the official court reporter.

Satisfactory Progress

Units: 0

Lecture Hours: 56 – 63, Lab Hours: 56 – 63

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 012 or NCCC 012M

Not transferable

NCCC 018: 180 WPM Speed Goal

In this course, students have the opportunity to recognize and create stenographic outlines and/or voice writing codes for intermediate to advanced-level vocabulary, terminology, and phraseology and apply speed-building techniques necessary to attain a writing speed of 180 words per minute. Writing and transcription focuses on the application of "realtime" writing skills for court reporting and educational captioning, and using literary material and legal transcripts. Content and assignments include captioning terminology, mechanics, etiquette, responsibilities, expectations, and ethical issues facing the live captioner.

Satisfactory Progress

Units: 0

Lecture Hours: 95 – 100, Lab Hours: 95 – 100

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 016 or NCCC 016M

Not transferable

NCCC 018M: 180 WPM: Multi-Voice Focus

In this course, students have the opportunity to recognize and create stenographic outlines and voice codes for intermediate to advanced-level vocabulary, terminology, and phraseology, and apply speed-building techniques necessary to attain a writing speed of 180 words per

NCCC 027: Computer-Aided Transcription 1

This course includes instruction in developing English vocabulary in a real-time computer-aided transcription software program. Students are instructed on the use of an electronic stenographic writing machine or voice writing equipment, a computer, and specialized software. Students have the opportunity to create and/or edit personal computer-aided transcription software dictionaries.

Satisfactory Progress

Units: 0

Lecture Hours: 24 – 27, Lab Hours: 8 – 9

Prerequisites: None
Co-Requisites: None
Advisory: None

Not transferable

NCCC 028: Computer-Aided Transcription 2

This course offers students the opportunity to learn and apply the theory and practice of Computer-Aided Transcription (CAT) as used in court reporting and related careers.

Satisfactory Progress

Units: 0

Lecture Hours: 24 – 27, Lab Hours: 8 – 9

Prerequisites: None
Co-Requisites: None
Advisory: NCCC 008 or NCCC 008M

Not transferable

NCCC 033: Medical Terminology

Students have the opportunity to gain a basic understanding of medical terminology and how word parts are combined to form most medical terms. Root words, prefixes, and suffixes and their meanings are covered along with the use of "combining