

Campus Location

Peoria Campus

Occupational Focus

Court reporters are highly trained professionals possessing the skills to convert the spoken word into information that can be read, searched and archived. Opportunities in professions which are challenging, prestigious, and essential in today's legal, business, educational, and entertainment settings are awaiting students who learn the computerized steno keyboard and perfect their skills. Some graduates will work in courtrooms and law offices capturing spoken words and preparing verbatim transcripts of proceedings or depositions. Combining these skills with the use of technology opens new career paths for reporters, such as broadcast captioning and realtime translation services for people who are deaf and hard of hearing in either courtroom, educational or broadcast settings. Transcription skills may also be useful for business and medical transcription.

For information concerning working conditions, physical requirements, employment and job outlook please refer to the Occupational Outlook Handbook (OOH), 2010-11 Edition at <http://www.bls.gov/oco/>.

Who Can Attend?

Adults

Prerequisite(s)

None

Scheduling Information

Two year program
Check with Admissions Office at 918.828.5260 for start dates.
Three to four hours daily. Evening schedule only.
Monday-Thursday Evenings

Tuition

\$2.50/hour*

**Tuition subject to change without notice*

Books/Supplies

Adult see campus bookstore. Approximately \$245 for all classes. A steno machine will be available for the beginning theory portion of the program which is approximately \$1800. Students are expected to purchase a personal stenography machine after the theory portion of the curriculum.

Career Majors

Court Reporter - 1020 Hours*

Court reporters are highly trained professionals possessing the skills to convert the spoken word into information that can be read, searched and archived. In this career major, students are introduced to the rules of business English, law and legal terminology and courtroom procedures. In addition, speed and accuracy are developed through a series of speed building courses, and students must reach minimum requirements to progress to the next level. Students are also introduced to the basic concepts and applications of computer-aided transcription. Students obtain the skills required to become a certified court reporter.

Scopist - 660 Hours*

A scopist reviews, edits and proofreads court transcripts. Court reporters often hire scopists to check for proper names and technical jargon the computer program may not have recognized. Students will learn computer transcription programs, legal and medical terminology and speed building skills to increase transcription rates.

**Career major, courses and hours are subject to change without notice*

Credentials/Industry Certifications

Program is based on Oklahoma State Court Reporting exam and National Court Reporting Association standards.

Employment Opportunities

Court Reporter, Freelance Court Reporter, CART provider or Captioner and Medical Transcriptionist

Tulsa-Area Salary

\$21.88 - \$25.05/hour (average)

Financial Aid

Scholarships are available for eligible students. Call 918.828.5280 or email financialaid@tulsatech.org. For the most up-to-date and complete information on scholarships and grants please visit www.tulsatech.edu.

Application Process

Contact Tulsa Tech Admissions and Enrollment office at 918.828.5260, email admissions@tulsatech.org or check out our website at www.tulsatech.edu.

NOTE: Some programs have additional admissions criteria. For specific program requirements and applicable prerequisites, contact Admissions at 918.828.5260.

Courses by Career Majors

Court Reporter - 1020 Hours*

Fundamentals of Technology
Court Reporting Theory
Court Reporting Lab
Beginning Speed Building I 60 – 80 wpm w/95% accuracy
Beginning Speed Building I 80 – 100 wpm w/95% accuracy
Beginning Speed Building III 100 – 120 wpm w/95% accuracy
Intermediate Speed Building I 120-140 wpm w/95% accuracy
Intermediate Speed Building II 140-160 wpm w/95% accuracy
Intermediate Speed Building III 160-180 wpm w/95% accuracy
Advanced Speed Building I 180-200 wpm w/95% accuracy
Advanced Speed Building II 200-225 wpm w/95% accuracy
Legal/Medical Terminology
Realtime Applications
Court Reporting Captions

Scopist - 660 Hours*

Fundamentals of Technology
Court Reporting Theory
Court Reporting Lab
Beginning Speed Building I 60 – 80 wpm w/95% accuracy
Beginning Speed Building I 80 – 100 wpm w/95% accuracy
Beginning Speed Building III 100 – 120 wpm w/95% accuracy
Intermediate Speed Building I 120-140 wpm w/95% accuracy
Intermediate Speed Building II 140-160 wpm w/95% accuracy
Intermediate Speed Building III 160-180 wpm w/95% accuracy
Legal/Medical Terminology

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Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education, the Oklahoma Board of Career & Technology, & the North Central Association--Commission on Accreditation & School Improvement.

Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward the college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.