

COURT REPORTER

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

Adult -\$4.00/hour*

*Tuition subject to change without notice.

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

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.

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@tulstatech.org for detailed information.

COURT REPORTER

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.

Courses by Career Majors

Court Reporter - 1020 Hours*

Capstone
Realtime Applications
Legal/Medical Terminology
Advanced Speed Building 180-225 wpm w/95% accuracy
Intermediate Speed Building 120-160 wpm w/95% accuracy
Beginning Speed Building 60-100 wpm w/95% accuracy
Court Reporting Lab
Court Reporting Theory
Core

Scopist - 660 Hours*

Legal/Medical Terminology
Intermediate Speed Building
Beginning Speed Building
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PENDING APPROVAL