

Court Reporting Frequently Asked Questions

1. What is the cost of the program?

The tuition cost is approximately \$7,400 for the Workforce Development with Critical Thinking Course and six 11-week modules (\$1200 per module). There will be additional expenses for writer/machine, software & book. *It is important for students to have all required books, equipment, and software on or prior to the first day of class or when it is required in the program. ****Tuition price is subject to change*****

2. Do I have to take any tests for admission to the program?

Yes. You will be required to take the Accuplacer NextGen Reading and Writing tests. The required score is 250 or higher on each test. These are two separate tests with a cost of \$10.00 each.

Please contact the Testing Center to schedule or for more information by calling 940-696-8752 ext.3278 or <https://www.vernoncollege.edu/accuplacer>.

3. How long does the course last?

It is a very fast paced program. The program is six 11-week modules, 758 hours over an 18-month period. It is a synchronous/live online program. There will be a week break in between each module.

Please note that time to complete the program is dependent on how quickly one develops the skill and accuracy and completion of all course requirements. Every student learns, develops, and progresses this specific skill at different rates.

4. What are the class hours?

The six modules class is held Monday, Tuesday and Thursday evenings from 6:00 pm to 9:20 pm or 10:00 pm (CST). It is a synchronous/live online program. The classes are virtual but you must be present at required class times. There will be a week break in between each module. To complete all 6 modules it will take approximately 18 months. *Some Wednesday nights may be required when there is a holiday in the week.*

The Workforce Development with Critical course is 100% online using Canvas.

5. What is synchronous/live online learning?

This is a virtual program. Students are required to be online beginning at 6:00 pm Central Standard Time to participate with instructor and other students during scheduled class times.

6. When is the next enrollment?

To be determined

7. What is the weekly time commitment?

Each week students will spend 10 to 12 hours in class. It is recommended that the court reporting student plans to practice computerized machine shorthand 18 hours each week (three to four hours per day, six to seven days per week) in order to learn machine shorthand and develop the skill, speed, and real-time proficiency needed to complete the program within the maximum time frame.

8. What type of students attend?

Our future court reporters are very self-motivated and self-disciplined. They have excellent English and grammar skills and are detail oriented. Those who attend must be willing and able to devote 18-20 hours per week on the steno machine.

9. Who should become a court reporter?

Anyone who.....

- is intelligent, highly self-motivated and self-disciplined.
- is very detail oriented.
- has excellent English and grammar skills.
- enjoys reading and/or plays a musical instrument.
- works well under pressure and can meet deadlines.
- likes to meet new people, travel and work with new technology.
- enjoys the challenge of an exciting and lucrative career.

10. Can I apply for Financial Aid?

No. Traditional financial aid/grants are not available for Continuing Education programs at Vernon College. There is a possibility for Alternative Education Loan specifically for a Continuing Education program. You must work directly with a financial institution. These loans are based on credit score but should be a better rate. Other students have arranged for personal loans. Again, you work directly with a financial institution of your choice.

Alternative Funding Options

- 1) Workforce Solutions @ 940-322-1801 ext. 102 for WIOA funding.
- 2) If you are denied because you do not meet requirements at Workforce Solutions, get something in writing from them and contact the Continuing Education office for a Continuing Education Scholarship.
- 3) Work with a financial institution for an educational loan. If you choose this option make sure to let us know so we can make sure the Financial Aid office is aware and expecting the funds.

You must work directly with these providers and follow their process completely. Please start early to make sure you can be approved in a timely manner.

11. What theory is taught?

Mark Kislingsbury's Magnus Steno theory and curriculum, which is known among the profession for its short writing method, giving students an advantage in completing training. Students can expect to learn about theory, speed building, computer-aided transcription (CAT) software, medical terminology, and English vocabulary and punctuation during the program as well as courtroom procedures and Texas' required Uniform Format Manual rules.

12. What equipment, software and book is required? More information on where to purchase and specific details on ordering process will be available closer to the next program start date.

Specifications of all equipment, software and books is subject to change.

It is important for students to have all required equipment, software, and books prior to the first day of class or as it is required in the program.

- **Steno Machine/Writer & real-time cable(s):**
 - 1) **Must get writer with a wide asterisk key, which goes wide to the right**
 - 2) **Must have a wide final DZ key, which goes wide to the left.**
 - 3) **Real-time cable**

- **Laptop:**
 - 1) **Must use a Windows operating system.** (*Chromebook, Apple/Mac or netbook computers are not acceptable.*)
 - 2) **Should have at least one USB port, 32GB or more of RAM, at least 512GB SSD drive, and an 11th Gen Intel Core i7 processor (or comparable)**
 - 3) **Microsoft Office and PDF reader required**

- **Transcription Software: 2 required**
 - 1) **real-time capability will be needed by fourth week of module 1**
 - 2) **speed building will be needed in module 3** (*You do not have to get this on your own. It is included in your tuition.*)

The software will require a Windows based computer operating system running Windows 8, 10 or higher. (*Chromebook, Apple/Mac or netbook computers are not acceptable.*)

- **Books:**
 - 1) **Magnum Steno Theory 4th Edition (or latest edition)**
 - 2) **Medical Terminology: A Short Course (must be Fifth Edition) by Davi-Ellen Chabner**
 - 3) **How to Say it and Write it Correctly Now by Santo J. Aurelio. (must be 2nd Edition)**
#2 & #3 will not be required until module 4



13. Does Vernon College sell equipment?

No. VC does not sell, rent or lease machines, software or books. It is the student's responsibility to purchase. Detailed information of what is required and places to rent/purchase and how to proceed will be available as we get closer to start date of program. *Specifications of equipment and books are subject to change.*

14. Do we offer job placement?

No. Job placement is not provided for this program or any other program at Vernon College. Students will be steered towards known job opportunities. Students should remember that each employer has different hiring standards and needs, just as each student will have unique qualifications and needs. Vernon College does offer a job board on the website and subscribes to a service called GradCast where job openings can be posted and program completers will be able to access.