

COURT TRANSCRIPTION

QUESTIONS AND ANSWERS

What can I expect from this course?

Course Description:

Upon successful completion of the course, the student will have met the transcript qualification standards as set out by the Ministry of the Attorney General and will be eligible to become an authorized court transcriptionist in accordance with and pursuant to the Attorney General's Approval and Authorization made under Ontario Regulation 158/03

Students will learn advanced transcription procedures required to produce certified transcripts from all court jurisdictions according to ministry standards set by legislation, regulation, policy and practice directions. Mock court proceedings will provide students with the experience necessary to acquire the knowledge and skill required to transcribe proceedings from a live courtroom. Students will be mentored throughout the course. Students are also taught the skills necessary to operate an independent transcriptionist business. This is a PASS or FAIL course. Upon successful completion (PASS), students are qualified to certify transcripts as an Authorized Court Transcriptionist (ACT) for the Province of Ontario. Successful completion means 1) attaining a mark of 98 per cent accuracy on transcribing the spoken word on the final exam; 2) receiving a passing grade on all class assignments, and; 3) meeting attendance requirements.

Rationale:

A new model has been developed for court transcript production in Ontario. This course is designed to provide students with the skill and knowledge to become an Authorized Court Transcriptionist as well as the fundamentals of operating an independent business.

Students will be qualified to produce transcripts as an Authorized Court Transcriptionist after successfully completing the requirements of this course. All individuals wishing to be considered to be added to the Registry of Authorized Court Transcriptionists will be required to have completed this training.

What are the entrance requirements/recommendations for the Advanced Court Transcription course?

- Transcribing experience and/or Court experience required i.e. a clerk registrar or court monitor or some familiarity with the court system
- 50 words per minute (minimum) and MUST increase greatly over the span of the course
- Proficient in MS Office, pertaining to headers, footers, macros, formatting pagination

- Critical listening skills
- Comfortable with the English language (both written and verbal)

What are the entrance requirements/recommendations for the Novice Court Transcription course?

- 50 words per minute (minimum) and MUST increase greatly over the span of the course
- Proficient in MS Office, pertaining to headers, footers, marcos, formatting pagination
- Critical listening skills
- Comfortable with the English language (both written and verbal)

Is this course accredited by the Ministry of Attorney General?

- The Ministry of Attorney General continues to set the standards for transcript production based on legislation, regulation, policy and practice direction. MAG continues to ensure Durham College is provided with the most current standards for producing transcripts of court proceedings in Ontario. Durham College is responsible for designing the curriculum based on the ministry standards.
- You will use MAG's Court Transcription Manual
<https://www.courttranscriptontario.ca/home/resources>

How long is the Advanced course?

- The Advanced Court Transcription course runs for 14 classes

How long is the Novice course?

- The novice Court Transcription course runs for 20 classes

What are the materials/software I require to for this course?

- Hardware & Software Requirement
- Computer Required - Windows– based word processor application installed (MS-DOS word processors such as Word Perfect 5.1 will NOT work)
- Liberty Court Player 7.2. Below is the link where you can download Liberty Court Player. The latest version of 7.2 is available and if the student clicks on the download tab, LCP is available for Windows and Mac.
- Headset (use a reliable set of any kind you wish)
- Foot pedal (required to control recordings) – found online (Amazon- Infinity USB)

Helpful tips to review:

Top 25 Word Tips and Tricks <https://www.youtube.com/watch?v=EYu3yyzdvcK>

Beginner's Guide to Microsoft Word <https://www.youtube.com/watch?v=S-nHYzK-BVg>

Macros in Word https://www.youtube.com/watch?v=plmii_IzFDU

Headers and Footers in Word <https://www.youtube.com/watch?v=INdjuIYuB3o>

Liberty Court Player Tutorial <https://www.youtube.com/watch?v=PFT062PSUew>

<https://www.youtube.com/watch?v=EYu3yyzdvcck>

What is the student vs. teacher ratio?

- 30 students to 1 professor

Must I attend each class per week?

- Attendance and participation in class and for online learning will be taken weekly by professor. Students are expected to participate online if directed and complete all necessary tasks in the time period given in each weekly session. Students absent for more than 10% of classroom/lab hours (6 hours or 2 classes) will not be eligible to take the final exam.

Is there homework in the course?

- Yes, practice typing and assignments will be part of each course and has a direct correlation to your success in the program.

Are there any additional costs?

- Headset if needed is approximately \$60
- Foot pedal is required and is approximately \$120

How do I receive my assignments and view marks?

Link to DC Connect- <https://durhamcollege.desire2learn.com/>

- DC Connect is the name of Durham College's online course learning management system. DC Connect is the online tool used by faculty and students to develop and deliver course news, content, grades, and feedback to students. Students typically use DC Connect to download course content, check grades and feedback, and communicate with their instructors and peers. Training and help documentation can be found by visiting the C.A.F.E. Web site.
<http://cafe.durhamcollege.ca/index.php/learning-technology/dc-connect>
- It is mandatory that all registered students set themselves up through DC Connect prior to begin of the first class.
- Please watch how to use DC Connect:
<https://www.youtube.com/watch?v=GmIC4LBw2xU&feature=youtu.be>
- Login I.D.: Banner/Student I.D. # (i.e., 100123456 found on your payment/receipt)
- Password for MyCampus & DC Connect password (default birthdate MM/DD/YYYY or postal code or the word "durham")
- Accessed At: <https://durhamcollege.desire2learn.com/>

If I have problems with accessing DC Connect or the college system what do I do?

- Please contact the IT Service Desk at ext. 3333 and follow the prompts. Alternatively, you can send an e-mail to the IT Service Desk at servicedesk@dc-uoit.ca outlining your request. This e-mail address will be used for all requests going forward. You will receive a message acknowledging the request and the assigned request case number for follow up purposes.
- IT Service Desk Hours
 - o Monday to Thursday, 7:30 a.m. to 11:00 p.m. Friday, 7:30 a.m. to 7:00 p.m. Saturday to Sunday, 9:00 a.m. to 4:00 p.m.
- Support Process – Telephone
 - o Dial 905.721.2000, ext. 3333 Press 1 - IT Service Desk - general troubleshooting, log-in difficulties or password changes Press 2 - Media Services - overheads, flipchart usage or presenter issues Press 3 - Facilities Services - changes to room temperature and waste collection Press 4 - Classroom Hotline - printer issues, paper refills or jams, and Internet access issues during lectures
- For additional information on the many different Information Technology Services (ITS) resources available to support the academic success and the overall student experience, click on IT Service Desk Tips located in your welcome package.

What mark must I achieve in order to pass this course?

- All timed, proofread transcriptions will be evaluated in accordance with a grading criteria requiring 98% accuracy for transcribing the spoken word. This is a PASS/FAIL course and students must achieve this percentage to pass the course.

What is the process to register after I pass the course?

- Each graduate will be provided (via email) a certificate of qualification. The list of graduate names will be provided to Arkley for registration.

What if I fail the course, is there a rewrite?

- **There will be no re-writes for the final examination.**