VS
Verbatim Studies

COURT TRANSCRIPTION: SYLLABUS AND POLICIES

COVID-19 Advisory*****
Amid the COVID-19 pandemic and the resulting local self-isolation requirements, the final exam date may be rescheduled subject to the Ministry of the Attorney General's guidance in delivering mode of the final exam. Your instructors will inform you of the date, time and location of the final exam as soon as they've been provided by the Ministry.
(Last updated 24-Aug-2020)

Course Description

In 2014, the Ministry of the Attorney General announced a new model for transcript production in Ontario. This course will teach students the skills and knowledge required to produce transcripts of Ontario in-court proceedings under this new model. This is a Pass/Fail course. Upon successful completion, students will meet the transcript qualification standards set out by the Ministry of the Attorney General and will be eligible to become an Authorized Court Transcriptionist (ACT), in accordance with and pursuant to the Attorney General's Approval and Authorization made under Ontario Regulation 158/03 of the *Evidence Act*. [1]

Students will receive interactive, hands-on instruction that consists of live webinars, online videos and demos, and practical exercises that will allow students to apply the skills they learn throughout the course. Students can ask questions and interact with the instructors live via the School's webinar platform or asynchronously through the discussion forum on the learning management system.

The course will be co-taught by two seasoned ACT professionals who have worked for several years in the education, transcription, and court reporting industries.

This program does not require approval under the Private Career Colleges Act, 2005.

Course Objectives

Upon successfully completing this course, students will be able to:

- Understand the Ontario court system, the jurisdiction of the courts, the types of proceedings heard at the courts, and the transcript production requirements for different legal proceedings;

- Accurately transcribe legal proceedings from digital audio recordings by employing critical listening skills, research skills, and knowledge of English grammar, punctuation, spelling, and vocabulary;

- Operate Liberty Court Player (in conjunction with a foot pedal) to play digital audio recordings of courtroom proceedings and view the annotations;

- Identify all the processes and procedures involved in the production of different types of court transcripts—from the moment the transcript order is placed to invoicing for the completed transcript— by utilizing the appropriate forms, templates, and rules as set out in the CTSP Manual;

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[1] NOTE: Upon successful completion of this course, it remains the sole responsibility of students to complete all the steps necessary to obtain their ACT certification through Arkley Professional Services pursuant to the Attorney General's Approval and Authorization made under Ontario Regulation 158/03 of the *Evidence Act*. Verbatim Studies expressly makes no representations or warranties that students will be successful in obtaining ACT certification or in otherwise obtaining gainful employment as a court transcriptionist in Ontario or elsewhere.

- Understand the ACT Undertaking and the registration and screening process with Arkley.

Prerequisites: There are no academic prerequisites for this course; however, students must be 18 years of age or older to take this course. It is *recommended* that students have experience using Microsoft Word as well as a typing speed of 50+ words per minute. Students should also be comfortable with the English language and possess good listening and comprehension skills.

Course Hours and Duration: This course is 14 weeks in length. Classes are held online once a week every Monday, from 6-9 p.m. ET. If a class falls on a statutory holiday, then the class will be held the following day (Tuesday).or be postponed to the next Monday. The full course schedule is available online at http://verbatimstudies.com/.

Tuition: CAD $725 + HST. Please refer to the School's Registration Policies for further information regarding tuition payment.

Required Software and Equipment

A laptop with the following hardware and software:

- Microsoft Word installed on the laptop
- Free download of Liberty Court Player software installed on the laptop: http://www.libertyrecording.com/lcr_main.htm
- A foot pedal (we recommend the Infinity Foot Control IN-USB-2):
- A headset (we recommend this model for transcription work: Spectra SP-PC Stereo 3.5mm Plug Computer Headset)

Course Delivery and Materials

With the exception of the final exam, all classes will be held online. Students will receive instruction through the following means:

- Live lectures delivered through the school's webinar platform, Zoom. Please visit Zoom Help Centre "Getting Started with Zoom" and read FAQ
- Online learning management system (LMS) that will house all of the video lectures, readings, coursework, and resources for this course (http://verbatim-learning.com). **The top section of the LMS will also contain a link to launch the weekly webinar sessions.**

Students will be assigned weekly homework in the form of readings and/or transcription exercises. Students should budget up to 5 hours per week on homework (some weeks will be less, depending on the material covered).

Method of Evaluation

This is a Pass/Fail course. In order to pass the course, students must achieve a minimum of **98%** accuracy on the final exam. There are no re- writes or make-ups for the exam.

Final Exam delivery mode

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Amid the COVID-19 pandemic and the resulting local self-isolation requirements, subject to the Ministry of the Attorney General's guidance and approval, the delivering mode of the final exam may be offered in one or both of the following versions:
a) In-person writing from two of our office locations: Toronto and Ottawa
b) Online for those meeting the equipment requirements
Your instructors will inform you of the final exam mode as soon as they have been approved by the Ministry.
(Last updated 24-August-2020)

Instructor Information

This course will be co-taught by Florent Villeneuve and Mitra Feyzee.

Florent Villeneuve

Email: florent@verbatimstudies.com

Florent Villeneuve worked as an adult educator for 17 years teaching in health care programs in the Maritime provinces and in Toronto. After completing his Court Reporting studies at The Canadian Centre for Verbatim Studies, Florent went on to take the Court Transcriptionist course at Durham College, becoming an ACT for the production of Ontario court transcripts. In 2015, Florent worked for the Ministry of the Attorney General as a Court Reporter, following the Ministry's guidelines in recording court proceedings. He covered matters in family, commercial, and criminal cases. Florent continues to work as a freelance transcriptionist.

Mitra Feyzee

Email: mitra@verbatimstudies.com

Since 2013, Mitra Feyzee has been working as a ministry-certified court transcriptionist. In addition to this work, she is currently an official court reporter for Superior Court of Justice of Ontario. She has also worked as an official court reporter for the Ontario Court of Justice. Prior to these roles, Mitra completed the Court Reporting program at the Canadian Centre for Verbatim Studies, and she worked as a Developmental Editor's Assistant for a publishing company.

Course Policies and Expectations

Students are expected to complete the readings and assignments assigned for each week.

<u>Audio Recordings</u>

All audio recordings used in the course are for training purposes only and should not be used for any other purpose outside of this course. Students are not in any way permitted to share, distribute, or make copies of these recordings. Doing so without the express consent of the School may be grounds for dismissal. **Students are expected to delete all audio recordings once the course is over**.