

To: All Course Participants



It is with great excitement that MECRA presents all of our courses along with self-pacing practices.

MECRA will provide in-depth and practical educational and training opportunities to those persons wishing to test for state certification for CER and CEO.

## **Module 1 - Before arriving to Davenport University**

**Review the Court Reporter Manual - Sections 1 - 3**

**Download the FTR software**

**Print the Court Reporter Manual**

**Print additional material needed for the typing lab**

**Email you typing speed to [mecracorrespondence@gmail.com](mailto:mecracorrespondence@gmail.com)**

## **Onsite training at Davenport**

### **Day 1 - CEO and CER Participants**

8:00 am	Arrive at campus - Introductions
8:15 am	Sections 1 - 3
9:45 am	Review Section 4 with Mock Logging
11:00 am	Section 9 - 10
Noon - 1:00 pm	Lunch
1:00 pm	Simulated Logging
3:00 pm	Review Section 5 / Formatting 101
4:30 pm	Q & A - Review
5:00 pm	Dismiss

### **Day 2 - CER Participants only**

8:00 am	Arrive at campus - Welcome
8:15 am	Review Section 5 / Format typing exercises Type from the template without transcription equipment Proofing and accessing MECRA Web-based training
11:30 am	Review Sections 6 - 7
Noon - 1:00 pm	Lunch
1:00 pm	Grammar / Punctuation with Angela Smith
3:00 pm	Timed transcription
4:30 pm	Q & A - Review
5:00 pm	Dismiss



## **Module 2**

**Review and test on Court Reporter Manual - Section 4 - 5**  
**Prepare and proof Table of Content Pages from Manual (CER only)**  
**Word Processing Software Shortcuts (CER only)**

## **Module 3**

**Review and test on Court Reporter Manual - Section 6**  
**Starting from Scratch - Preparing your own Transcript Template (CER only)**  
**Log the proceeding of George Thomas**

## **Module 4**

**Review and test on Court Reporter Manual - Section 7**  
**Prepare a transcript from your court and time yourself for two hours from audio. (CER only)**  
**Typing speed exercise**

## **Module 5**

**Grammar review and test on Court Reporter Manual - Section 8 (CER only)**  
**Log additional audio provided by SCAO**  
**Transcribe additional audio provided by SCAO (CER only)**  
**Typing speed exercise**  
**Review of how people "really" speak**

## **Module 6**

**Review and test on Court Reporter Manual - Sections 9 and 10**  
**Complete proofing exercise on MECRA website (CER only)**

## **Module 7**

**Medical Terminology review and testing**  
**Log additional audio provided by SCAO**  
**Transcribe additional audio provided by SCAO (CER only)**  
**Type the George Thomas Transcript from Audio in a timed session of 2 hours and 45 minutes**

## **Module 8**

**Latin Terminology review and testing**  
**Log the simulated exam - Zander**  
**Legal Terminology review and testing**

## **Module 9**

**Transcribe the simulated exam - Zander in a timed session of 2 hours (CER only)**  
**Typing speed exercise**

## **Module 10**

**Log and prepare the simulated exam in timed session of 2 hours**

## **Module 11**

**Simulated written exam and submission.**  
**Set up a one-on-one consultation with an instructor prior to exam.**  
**Performing duties as a clerk and court recorder**  
**Courtroom equipment and technology overview**