

**COURT REPORTING TECHNOLOGY (AAS-CR)
CART OPTION**

Program Description: The Court Reporting Technology program includes a basic core of courses designed to prepare a student for entry-level employment as a CART (computer-aided realtime technology) provider.

Campus Location: Raymond – 601-857-3417

COURSE #	COURSE TITLE	LEC	LAB	SWE	SCH
1st Year					
1st Semester					
BOT 1313	Applied Business Math	3	0	0	3
BOT 1713	Mechanics of Communication	3	0	0	3
LET 1113	Introduction to Law	3	0	0	3
CRT 1114	Stenotype Machine Shorthand I	2	4	0	4
CRT 1133	Speed Building I	2	2	0	3
	TOTAL				16
1st Year					
2nd Semester					
BOT 1113	Document Formatting	3	0	0	3
BOT 1613	Medical Office Terminology I	3	0	0	3
CRT 1124	Stenotype Machine Shorthand II	2	2	0	3
CRT 1143	Speed Building II	2	2	0	3
	Written Communications Elective	3	0	0	3
	TOTAL				15
Summer Session					
1st Term					
	MATH/Science Elective				3-4
CRT 1173	Realtime Reporting English & Grammar	2	4	0	4
	TOTAL				7-8
Summer Session					
2nd Term					
	Behavioral/Social Science Elective				3
SPT 1113	Oral Communications OR Interpersonal Communication (SPT 2173)	3	0	0	3
	TOTAL				6
2nd Year					
1st Semester					
CRT 2514	CART I	2	4	0	4
CRT 2562	CART Technology	1	2	0	2
IDT 1143	Foundations of Deafness	3	0	0	3
CRT 2133	Speed Building III	2	2	0	3
CRT 1154	Court Reporting Procedures	2	4	0	4
IDT 1131	Fingerspelling	1	0	0	1
	TOTAL				17
2nd Year					
2nd Semester					
CRT 2524	CART II	2	4	0	4
CRT 2144	Speed Building IV	2	4	0	4
CRT 2572	CART Dictionary Development	1	2	0	2
CRT 2921	Internship for CART	0	0	3	1
	Humanities/Fine Arts Elective	0	0	0	3
	TOTAL				14

* Students who lack entry level skills in math, English, science, etc., will be provided related studies.

** Students enrolled in the program of study for over 36 consecutive months will be required to complete any new courses under curriculum revision in order to obtain degree in order to maintain current market skills.

National Court Reporters Association minimum requirements must be met including but not limited to:

- (1) minimum machine shorthand speed on three 5-minute tests with 97% realtime accuracy: 180 wpm literary.
- (2) produce an unedited realtime translation of 1 hour of CART services for educational purposes.
- (3) write a narrative report summarizing the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/processes observed.
- (4) minimum computer keyboarding speed on two 5-minute timed writings: 60 wpm with a maximum of five errors.
- (5) internship to include a minimum of 66 hours of actual writing time.

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- CRT 1114** **Stenotype Machine Shorthand I** **4 SH**
(Prerequisite: minimum computer keyboarding speed of 50 wpm with a maximum of five errors on 5-minute timed writing) This course provides instruction in writing the spoken word with punctuation using a stenotype realtime translation theory to provide instantaneous English translation with speed and accuracy development. (4 sch: 2 hr lecture, 4 hr lab)
- CRT 1124** **Stenotype Machine Shorthand II** **4 SH**
(Prerequisite: CRT 1114) This course is a continuation of Stenotype Machine Shorthand I. Emphasis is placed on machine theory reinforcement and vocabulary, dictionary and speed development using carefully graded and timed practice material. (4 sch: 2 hr lecture, 4 hr lab)
- CRT 1133** **Speed Building I** **3 SH**
(Prerequisite: minimum computer keyboarding speed of 50 wpm with a maximum of five errors on 5-minute timed writing) This course is an initial course for building speed in taking dictation at speeds of 20 – 100 wpm through live, online or electronic media not limited to two-voice and multi-voice testimony, literary, jury charge, and current events. Saleable transcription of dictated material through stenotype notes is required. (3 sch: 2 hr lecture, 2 hr lab)
- CRT 1143** **Speed Building II** **3 SH**
(Prerequisite: CRT 1114 and CRT 1133) This is a continuation course for building speed in taking dictation at speeds of 120 – 140 wpm through live, online or electronic media not limited to two-voice and multi-voice testimony, literary, jury charge, and current events. Saleable transcription of dictated material through stenotype notes is required. (3 sch: 2 hr lecture, 2 hr lab)
- CRT 1154** **Court Reporting Procedures** **4 SH**
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This course is a study of the criminal and civil law process, the role of the reporter in trials, depositions, and congressional and administrative hearings; transcript preparation and formatting; proofreading; marking exhibits; indexing and storing notes; judicial and freelance reporting techniques; and proper use of library and reference materials; instruction in the National Court Reporters Association (NCRA) Code of Professional Ethics and an introduction to captioning and Communication Access Realtime Translation (CART) are included. (4 sch: 2 hr lecture, 4 hr lab)
- CRT 1173** **Realtime Reporting English & Grammar** **4 SH**
(Prerequisite: ENG 1113 and CRT 1133) This course is an in-depth analysis and application of punctuation, capitalization and numbers usage of the spoken rather than written English language and proofreading of printed dictated material. (4 sch: 2 hr lecture, 4 hr lab)
- CRT 2514** **CART I** **4 SH**
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This course provides instruction in writing the spoken word with punctuation using a realtime translation theory for communication access realtime translation (CART). (4 sch: 2-hr lecture, 4-hr lab)
- CRT 2524** **CART II** **4 SH**
(Prerequisite: (CRT 1114, 1124, 1133, 1143 and 2514) This course is a continuation of CART I and provides instruction in writing the spoken word with punctuation using a realtime translation theory for communication access realtime translation (CART). (4 sch: 2-hr lecture, 4-hr lab)
- CRT 2133** **Speed Building III** **3 SH**
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This is a continuation course for building speed in taking dictation at speeds of 160 – 180 wpm through live, online or electronic media not limited to two-voice and multi-voice testimony, literary, jury charge, and current events.
Saleable transcription of dictated material through stenotype notes is required. (3 sch: 2 hr. lecture, 2 hr. lab)
- CRT 2144** **Speed Building IV** **4 SH**
(Prerequisite: CRT 1114, 1124, 1133, 1143, and 2133) This is a continuation course for building speed in taking dictation at speeds of 200 – 225 wpm through live, online or electronic media not limited to two-voice and multi-voice testimony, literary, jury charge, and current events. Saleable transcription of dictated material through stenotype notes is required. (4 sch: 2 hr. lecture, 4 hr. lab)
- CRT 2562** **CART Technology** **2 SH**
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This course is an overview in communication access realtime translation (CART) technology, concepts, and vocabulary. Emphasis is on basic equipment setup for maximum benefit of CART recipients and knowledge of the NCRA *CART Provider's Manual*. (2 sch: 1-hr lecture, 2-hr lab)

CRT 2572**CART Dictionary Development****2 SH**

(Prerequisite: CRT 1114, 1124, 1133, 1143, 2514 and 2562) : In this course, the student will continue to build a dictionary for communication access realtime translation (CART). (2 sch: 1-hr lecture, 2-hr lab)

CRT 2921**Internship for CART****1 SH**

(Prerequisite: CRT 2114 and CRT 2133) This course is an internship in the application of attained knowledge and skills in supervised practical experience in communication access realtime translation (CART) in classroom settings, public hearings, seminars, conventions and meetings. Emphasis is placed on professionalism, CART applications and final transcript production. (1 sch: 45 clock hrs)