

**COURT REPORTING TECHNOLOGY (AAS-CR)  
CAPTIONING 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 broadcast captioner.

**Campus Location:** Raymond – 601-857-3417

<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>LEC</b>	<b>LAB</b>	<b>SWE</b>	<b>SCH</b>
<b>1st Year</b>					
<b>1st Semester</b>					
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
	<b>TOTAL</b>				<b>16</b>
<b>1st Year</b>					
<b>2nd Semester</b>					
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
	<b>TOTAL</b>				<b>15</b>
<b>Summer Session</b>					
<b>1st Term</b>					
	MATH/Science Elective				3-4
CRT 1173	Realtime Reporting English & Grammar	2	4	0	4
	<b>TOTAL</b>				<b>7-8</b>
<b>Summer Session</b>					
<b>2nd Term</b>					
	Behavioral/Social Science Elective				3
SPT 1113	Oral Communications OR Interpersonal Communication (SPT 2173)	3	0	0	3
	<b>TOTAL</b>				<b>6</b>
<b>2nd Year</b>					
<b>1st Semester</b>					
CRT 2714	Broadcast Captioning I	2	4	0	4
CRT 2762	Broadcast Captioning Technology	1	2	0	2
	HIS, PSC, GEO Elective	3	0	0	3
CRT 2133	Speed Building III	2	2	0	3
CRT 1154	Court Reporting Procedures	2	4	0	4
	<b>TOTAL</b>				<b>16</b>
<b>2nd Year</b>					
<b>2nd Semester</b>					
CRT 2724	Broadcast Captioning II	2	4	0	4
CRT 2144	Speed Building IV	2	4	0	4
CRT 2772	Broadcast Captioning Dictionary Development	1	2	0	2
CRT 2931	Internship for Broadcast Captioning	0	0	3	1
	Humanities/Fine Arts Elective	0	0	0	3
	<b>TOTAL</b>				<b>14</b>

\* 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 in the areas of news, sports and weather.
- (2) produce an unedited realtime translation of 1 hour of broadcast captioning 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.

## COURT REPORTING TECHNOLOGY (AAS-CR)

### CAPTIONING OPTION

- 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 2714** **Broadcast Captioning 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 to provide instantaneous, realtime translation for broadcast captioning. (4 sch: 2-hr lecture, 4-hr lab)
- CRT 2724** **Broadcast Captioning II** **4 SH**  
(Prerequisite: (CRT 1114, 1124, 1133, 1143 and 2714) This course is a continuation of Captioning I, providing instruction in writing the spoken word with punctuation using a realtime translation theory to provide instantaneous, realtime translation for broadcast captioning. (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 2762** **Broadcast Captioning Technology** **2 SH**  
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This course is an overview in captioning technology, concepts, and vocabulary. Emphasis is on basic equipment setup for broadcast captioning. (2 sch: 1-hr lecture, 2-hr lab)

**CRT 2772****Broadcast Captioning Dictionary Development****2 SH**

(Prerequisite: CRT 1114, 1124, 1133, 1143, 2514 and 2762) : In this course, the student will continue to build a dictionary for captioning. (2 sch: 1-hr lecture, 2-hr lab)

**CRT 2931****Internship for Broadcast Captioning****1 SH**

(Prerequisite: CRT 1114, 1124, 1133, 1143, 2133, 2714 and 2762) This course provides supervised practical experience in broadcast captioning. (1 sch: 45 clock hours)