

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

Program Description: The Court Reporting Technology program includes a basic core of courses designed to prepare a student for entry-level employment as an official and/or freelance judicial reporter.

**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 1133	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
ENG 1113	English Composition	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>					
BOT 1623	Medical Office Terminology II	2	2	0	3
CRT 2114	Stenotype Machine Shorthand III	2	4	0	4
CRT 2162	Judicial Reporting Technology	1	2	0	2
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 2124	Stenotype Machine Shorthand IV	2	4	0	4
CRT 2144	Speed Building IV	2	4	0	4
CRT 2172	Judicial Dictionary Development	1	2	0	2
CRT 2911	Internship for Judicial Reporters	0	0	3	1
	Humanities/Fine Arts Elective				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 95% accuracy: 225 wpm testimony (two voice), 200 wpm jury charge, and 180 wpm literary.
- (2) minimum computer keyboarding speed on two 5-minute timed writings: 60 wpm with a maximum of five errors.
- (3) internship to include a minimum of 66 hours of actual writing time.

## COURT REPORTING TECHNOLOGY (AAS-CR)

### JUDICIAL REPORTING 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) 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 2114** **Stenotype Machine Shorthand III** **4 SH**  
(Prerequisite: CRT 1114, 1124, 1133, and 1143) This is a continuation course of Stenotype Machine Shorthand II. Emphasis is placed on advanced vocabulary, dictionary and speed development of medical and technical dictation using carefully graded and timed practice material. (4 sch: 2 hr lecture, 4 hr lab)
- CRT 2124** **Stenotype Machine Shorthand IV** **4 SH**  
(Prerequisite: (CRT 1114, 1124, 1133, 1143, 1173, 2114, and 2133) This course is a continuation of Stenotype Machine Shorthand III. Emphasis is placed on speaker identification, transcript formatting and proofreading through computer-access transcription of actual judicial transcripts, public hearings, literary dictation and congressional record. (4 sch: 2 hr lecture, 4hr lab)
- CRT 2133** **Speed Building III** **3 SH**  
(Prerequisite: CRT 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 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 2162** **Judicial Reporting Technology** **2 SH**  
(Prerequisite: CRT 1114) This course is an in-depth analysis of judicial reporter-related technology concepts in realtime reporting, communication-access realtime translation (CART), captioning and legal videography and the vocabulary associated therewith. Emphasis is placed on the process of realtime transcription through the use of computer-aided transcription systems and video applications for the court reporter. (2 sch: 1 hr lecture, 2 hr lab)

**CRT 2172****Judicial Dictionary Development****2 SH**

(Prerequisite: CRT 1114 and 2162) In this course, the student will continue to build a dictionary for judicial reporting. Emphasis is placed on development of briefs and phrases, application through speed development, realtime transcription of dictated material through live, online or electronic media not limited to two-voice and multi-voice testimony, literary, jury charge, and current events. (2 sch: 1 hr. lecture, 2 hr. lab)

**CRT 2911****Internship for Judicial Reporters****1 SH**

(Prerequisite: CRT 1114, 1124, 1133, 1143, 2114 and 2133) This course is an internship in the application of attained knowledge and skills in supervised practical experience in judicial courts, deposition settings, administrative hearings, and classroom settings. Emphasis is placed on professionalism, judicial reporting applications and final transcript production. (1 sch: 45 clock hrs)