

# Realtime Reporting Technology Mississippi Curriculum Framework

**Program CIP:**  
**22.0303 – Court Reporting/Court Reporter**

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The Office of Curriculum and Instruction (OCI) was founded in 2013 under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB). The office is funded through a partnership with The Mississippi Department of Education (MDE), who serves as Mississippi's fiscal agent for state and federal Career and Technical Education (CTE) Funds. The OCI is tasked with developing statewide CTE curriculum, programming, and professional development designed to meet the local and statewide economic demand.

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## RESEARCH ABSTRACT

The curriculum framework in this document reflects these changes in the workplace and a number of other factors that impact local vocational–technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

This curriculum was revised and validated in 2013. In the summer of 2015, the Office of Curriculum and Instruction (OCI) met with several different businesses and industries in the Central MS region. An industry questionnaire was used to gather feedback concerning the trends and needs, both current and future, of their field. Industry members stated the curriculum was strong, but wanted to add an additional Realtime Reporting English and Grammar to assist with the writing skills of students who complete the program. Currently, there is a 100% placement rate for graduates of the Realtime Reporting Technology program at Hinds Community College. The Office of Curriculum and Instruction also met with advisory committee members who reiterated what industry had stated. There is a 24.39% increase in occupational demand at the regional level and a 39.68% increase at the state level. Program faculty, administrators, and industry members were consulted regarding industry workforce needs and trends.

## RECENT REVISION HISTORY:

2015-Office of Curriculum & Instruction, Mississippi Community College Board

2013-Research & Curriculum Unit, Mississippi State University

2009-Research & Curriculum Unit, Mississippi State University

# ADOPTION OF NATIONAL CERTIFICATION STANDARDS

The **National Court Reporters Association (NCRA)** was established in 1899 as the National Shorthand Reporters Association, a professional association for the court reporting industry. NCRA's current membership of 22,000 includes CART providers, broadcast captioners, and both official and freelance court reporters who are responsible for making accurate transcripts of court proceedings, federal and state legislative proceedings, depositions, business and union conventions and other events that require a verbatim record of what takes place. NCRA is committed to serving its members, the public, the bench and the bar through programs that promote excellence in court reporting. NCRA's continuing education program is accredited by the Accrediting Council for Continuing Education and Training, an organization designated by the U.S. Department of Education as a nationally recognized agency.

The National Court Reporters Association (NCRA) offers certification for realtime reporters who use the steno machine. The entry-level examination is the Registered Professional Examination (RPR). Candidates must attain a score of 70 or greater on the Written Knowledge Test designed to test their knowledge of reporting the verbatim record, transcript production including vocabulary and punctuation, medical terminology, technology, procedures, professional responsibilities, and ethics. Candidates must pass the Skills Test consisting of the dictation and transcription of three five-minute test segments with accuracy of 95 percent on each. The segments consist of a 180 word-per-minute literary, a 200 word-per-minute jury charge, and a 225 word-per-minute two-voice question and answer.

Founded in 1967, **National Verbatim Reporters Association (NVRA)** is the only national professional organization dedicated to the practice of voice writing. NVRA certifies voice writers as court reporters, realtime reporters, CART providers, and broadcast captioners. Beyond any licensing considerations, NVRA certification clearly demonstrates that the voice writer has attained a level of professionalism and skill well above that of others in the field.

In most states having certification or licensing requirements, NVRA's certifications are accepted in lieu of state testing. National certification through NVRA has a great value because the certifications are honored in so many states. As a result, the voice writer can move or work from state to state without the need to retest.

The National Verbatim Reporters Association (NVRA) entry-level examination is the Certified Verbatim Reporter examination (CVR). Candidates must be a high school graduate and provide documentary proof of high school graduation, GED, or passage of an independently administered test approved by the U.S. Secretary of Education. Documentation of a higher education degree is also acceptable.

Candidates must meet the following criteria:

- be a General, Military, Student, or Honorary member of NVRA in good standing.
- attend a CVR workshop, covering subjects such as audibility, proper dictation techniques, read backs and court reporting procedures.
- attain a score of 70 or greater on the Written Knowledge Test designed to test their knowledge of reporting the verbatim record, transcript production including vocabulary and punctuation, transcript distribution, professional responsibilities, and ethics.
- pass the Skills Test consisting of the dictation and transcription of three five-minute test segments with accuracy of 95 percent on each. The segments are a 180 word-per-minute literary, a 200 word-per-minute jury charge, and a 225 word-per-minute two-voice question and answer.

# INDUSTRY JOB PROJECTION DATA

Court Reporters require an education level of a postsecondary career and technical certificate. There is a 24.39% increase in occupational demand at the regional level and a 39.68% increase at the state level. Median annual income for court reporters is \$33,633.60 at the state level. A summary of occupational data from the State Workforce Investment Board Data Center is displayed below:

**Table 1: Education Level**

Program Occupations	Education Level
Court Reporters	Postsecondary Career and Technical Award

**Table 2: Occupational Overview**

	Region	State	United States
2010 Occupational Jobs	41	63	18,190
2020 Occupational Jobs	51	88	23,189
Total Change	10	25	4,999
Total % Change	24.39%	39.68%	27.48%
2010 Median Hourly Earnings	\$24.92	\$24.92	\$22.93
2010 Median Annual Earnings	\$51,833.60	\$51,833.60	\$47,694.40
Annual Openings	1	2	499

**Table 3: Occupational Breakdown**

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Court Reporters	41	51	1	\$24.92	\$51,833.60
<b>TOTAL</b>	<b>41</b>	<b>51</b>	<b>1</b>	<b>\$24.92</b>	<b>\$51,833.60</b>

**Table 4: Occupational Change**

Description	Regional Change	Regional % Change	State % Change	National % Change
Court Reporters	10	24.39%	39.68%	27.48%



## ARTICULATION

Articulation credit from secondary Management, Marketing, and Finance and Accounting to postsecondary Realtime Reporting Technology will be awarded upon implementation of this curriculum by the college. Courses to be articulated with the stipulation of passing the MS-CPAS2 according to the Mississippi Community College Board (MCCB) guidelines will be incorporated after the Articulated Courses are validated by Postsecondary CTE.

Articulated Secondary Course	Articulated Postsecondary Course
Office Management and Supervision (CIP: 52.0204) Sales, Distribution, and Marketing Operations, General (CIP: 52.1801) Accounting and Finance) (CIP: 52.0304)	To be incorporated after Articulated Courses are Validated by Postsecondary CTE.

## TECHNICAL SKILLS ASSESSMENT

Colleges should report the following for students who complete the program with a certificate option or an Associate of Applied Science Degrees for technical skills attainment:

National Court Reporters Association (NCRA) Registered Professional Reporter Written Knowledge Exam Fees:

\$210-nonmember  
\$185-member  
\$150-student member  
(prices subject to change)

National Court Reporters Association (NCRA) Registered Professional Reporter Skills Exam Fees:

\$115-nonmember  
\$90-member  
\$72.50-student member  
(prices subject to change)

National Verbatim Reporters Association Certified Verbatim Reporter Exam Fees: (prices subject to change)

\$125-1<sup>st</sup> Time Workshop  
\$150-Skills Test  
\$125-Word Knowledge Test  
(prices subject to change)

Refer to the MCCB site for the latest approved alternate assessments.

## ONLINE AND BLENDED LEARNING OPPORTUNITIES

Course content includes lecture and laboratory semester credit hours. Faculty members are encouraged to present lecture related content to students in an online or blended learning environment. Training related to online and blended learning will be available to faculty members through the MS Community College Board.

## INSTRUCTIONAL STRATEGIES

The 2014 Standards from the National Court Reporters Association (NCRA) for the Registered Professional Reporter Exam were adopted and provide instructional strategies to faculty members implementing the curriculum. The 2008 Standards from the National Verbatim Reporters Association (NVRA) for the Certified Verbatim Reporter Exam were adopted and provide instructional strategies to faculty members implementing the curriculum.

## ASSESSMENT STRATEGIES

The 2014 Standards from the National Court Reporters Association (NCRA) for the Registered Professional Reporter Exam were adopted and provide assessment strategies to faculty members implementing the curriculum. Additionally, performance tasks were included in course content when appropriate. The 2008 Standards from the National Verbatim Reporters Association (NVRA) for the Certified Verbatim Reporter Exam were adopted and provide assessment strategies to faculty members implementing the curriculum. Additionally, performance tasks were included in course content when appropriate.

## CREDIT BY EXAMINATION

The following standards from the National Court Reporters Association (NCRA) and National Verbatim Reporters Association (NVRA) are aligned to courses listed below. Each area will serve as the state recommended exam to reward credit for prior learning experiences. Colleges have the local autonomy to create a college-level exam when awarding credit. This challenge exam, written and skill based, agreement will be made at local institution.

## PROGRAM DESCRIPTION

Realtime reporters create word-for-word transcriptions at trials, depositions, and other legal proceedings. Some realtime reporters provide captioning for television and real-time translation for deaf or hard-of-hearing people at public events, at business meetings, or in classrooms. Most realtime reporters work for state or local governments in courts or legislatures. However, some work remotely in broadcast captioning from either their home or a central office or as a Communications Access Realtime Translation (CART) provider in schools, seminars, or meetings. There are postsecondary certificate programs and degree options for the realtime reporting career. Many states require realtime reporters who work in legal settings to be licensed or certified by a professional association such as the National Verbatim Reporters Association or the National Court Reporters Association.

According to the Department of Labor Bureau of Statistics, employment in realtime reporting is projected to grow 10 percent from 2012 to 2022, about as fast as the average for all occupations. Those with experience and training in techniques for helping deaf or hard-of-hearing people, such as realtime captioning and Communication Access Realtime Translation (CART), will have the best job prospects.

Realtime reporters create word-for-word transcripts of speeches, conversations, legal proceedings, meetings, or other events. Realtime reporters play a critical role in legal proceedings which require an exact record of what was said. They are responsible for producing a complete, accurate, and secure legal transcript of courtroom proceedings, witness testimonies, and depositions. Some realtime reporters, however, do not work in the legal setting or in courtrooms. These reporters primarily serve people who are deaf or hard of hearing by transcribing speech to text as the speech occurs.

The following are examples of types of realtime reporters who do not work in the legal setting:

**Broadcast Captioners** are realtime reporters who provide captions for television programs (called closed captions). These reporters transcribe dialogue onto television monitors to help deaf or hard-of-hearing viewers or others viewing television programs in public places. Some broadcast captioners may translate dialogue in real time during broadcasts; others may caption during postproduction of a program.

**Communication Access Realtime Translation (CART) Providers** are realtime reporters who work primarily with deaf or hard-of-hearing people in a variety of settings. They assist clients during board meetings, doctor's appointments, or any other events in which realtime translation is needed. For example, CART providers who use a stenograph machine or stenomask may caption high school and college classes and provide an immediate transcript to students who are hard of hearing or learning English as a second language.

Many realtime reporters receive formal training at community colleges or technical institutes. Either a certificate or an associate's degree will qualify applicants for many entry-level positions. Certification programs prepare students to pass the licensing exams successfully and dictation speed tests required by most states and employers. Many states require realtime reporters who work in legal settings to be licensed or certified by a professional association. Licensing requirements vary by state and by method of court reporting. The National Court Reporters Association (NCRA) offers certification for realtime reporters who use the steno machine. Voice writers may also obtain certification through the National Verbatim Reporters Association (NVRA).

# SUGGESTED COURSE SEQUENCE-JUDICIAL REPORTING STENO MACHINE

## Accelerated Transition Pathway

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 2163	Realtime Reporting Technology	3	2	2	60	30	30	
	Electives	6						
	<b>TOTAL</b>	<b>15</b>						

## Career Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1113	Stenotype Machine Shorthand I	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 2163	Realtime Reporting Technology	3	2	2	60	30	30	
CRT 1123	Stenotype Machine Shorthand II	3	2	2	60	30	30	
CRT 1133	Speed Building I	3	2	2	60	30	30	
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1143	Speed Building II	3	2	2	60	30	30	
CRT 2113	Stenotype Machine Shorthand III	3	2	2	60	30	30	
CRT 2173	Judicial Dictionary Development	3	2	2	60	30	30	
CRT 2133	Speed Building III	3	2	2	60	30	30	
<b>TOTAL</b>		<b>30</b>	<b>20</b>	<b>20</b>	<b>600</b>	<b>300</b>	<b>300</b>	

## Technical Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 2123	Stenotype Machine Shorthand IV	3	2	2	60	30	30	
CRT 2143	Speed Building IV	3	2	2	60	30	30	
CRT 2913	Internship for Judicial Reporters	3	2	2	60	30	30	
CRT 1173	Realtime Reporting English & Grammar II	3	2	2	60	30	30	
	Instructor Approved Elective (s)	3						
<b>TOTAL</b>		<b>15</b>						

# SUGGESTED COURSE SEQUENCE-JUDICIAL REPORTING VOICE WRITING

## Accelerated Transition Pathway

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 1213	Voice Writing I	3	2	2	60	30	30	
	Instructor Approved Elective (s)	6						
	<b>TOTAL</b>	<b>15</b>						

## Career Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1213	Voice Writing I	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 2163	Realtime Reporting Technology	3	2	2	60	30	30	
CRT 1223	Voice Writing II	3	2	2	60	30	30	
CRT 1133	Speed Building I	3	2	2	60	30	30	
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1143	Speed Building II	3	2	2	60	30	30	
CRT 2233	Voice Writing III	3	2	2	60	30	30	
CRT 2173	Judicial Dictionary Development	3	2	2	60	30	30	
CRT 2133	Speed Building III	3	2	2	60	30	30	
<b>TOTAL</b>		<b>30</b>	<b>20</b>	<b>20</b>	<b>600</b>	<b>300</b>	<b>300</b>	

## Technical Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 2243	Voice Writing IV	3	2	2	60	30	30	
CRT 2143	Speed Building IV	3	2	2	60	30	30	
CRT 2913	Internship for Judicial Reporters	3	2	2	60	30	30	
CRT 1173	Realtime Reporting English & Grammar II	3	2	2	60	30	30	
	Instructor Approved Elective (s)	3						
<b>TOTAL</b>		<b>15</b>						

# SUGGESTED COURSE SEQUENCE-CART

## Accelerated Transition Pathway

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
	Instructor Approved Elective (s)	9						
	<b>TOTAL</b>	<b>15</b>						

## Career Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1113 or CRT 1213	Stenotype Machine Shorthand I or Voice Writing I	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 2563	CART Technology	3	2	2	60	30	30	
CRT 1123 or CRT 1223	Stenotype Machine Shorthand II or Voice Writing II	3	2	2	60	30	30	
CRT 1133	Speed Building I	3	2	2	60	30	30	
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1143	Speed Building II	3	2	2	60	30	30	
CRT 2513	CART I	3	2	2	60	30	30	
CRT 2573	CART Dictionary Development	3	2	2	60	30	30	
CRT 2133	Speed Building III	3	2	2	60	30	30	
	<b>TOTAL</b>	<b>30</b>	<b>20</b>	<b>20</b>	<b>600</b>	<b>300</b>	<b>300</b>	

## Technical Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 2523	CART II	3	2	2	60	30	30	
CRT 2143	Speed Building IV	3	2	2	60	30	30	
CRT 2923	Internship for CART	3	2	2	60	30	30	
CRT 1173	Realtime Reporting English & Grammar II	3	2	2	60	30	30	
	Instructor Approved Elective (s)	3						
	<b>TOTAL</b>	<b>15</b>						

# SUGGESTED COURSE SEQUENCE-BROADCAST CAPTIONING

## Accelerated Transition Pathway

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 1113 or CRT 1213	Stenotype Machine Shorthand I or Voice Writing I	3	2	2	60	30	30	
	Electives							
	<b>TOTAL</b>							

## Career Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 1113 or CRT 1213	Stenotype Machine Shorthand I or Voice Writing I	3	2	2	60	30	30	
CRT 1163	Realtime Reporting English & Grammar I	3	2	2	60	30	30	
CRT 2763	Broadcast Captioning Technology	3	2	2	60	30	30	
CRT 1123 or CRT 1223	Stenotype Machine Shorthand II or Voice Writing II	3	2	2	60	30	30	
CRT 1133	Speed Building I	3	2	2	60	30	30	
CRT 1153	Realtime Reporting Procedures	3	2	2	60	30	30	
CRT 1143	Speed Building II	3	2	2	60	30	30	
CRT 2713	Broadcast Captioning I	3	2	2	60	30	30	
CRT 2773	Broadcast Captioning Dictionary Development	3	2	2	60	30	30	
CRT 2133	Speed Building III	3	2	2	60	30	30	
<b>TOTAL</b>		<b>30</b>	<b>20</b>	<b>20</b>	<b>600</b>	<b>300</b>	<b>300</b>	

### Technical Certificate Required Courses

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
CRT 2723	Broadcast Captioning II	3	2	2	60	30	30	
CRT 2143	Speed Building IV	3	2	2	60	30	30	
CRT 2933	Internship for Broadcast Captioning	3	2	2	60	30	30	
CRT 1173	Realtime Reporting English & Grammar II	3	2	2	60	30	30	
	Instructor Approved Elective (s)	3						
<b>TOTAL</b>		<b>15</b>						

### General Education Core Courses

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement<sup>1</sup> describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

			SCH Breakdown			Contact Hour Breakdown		Certification Information
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours	Lecture	Lab	Certification Name
	Humanities/Fine Arts	3						
	Social/Behavioral Sciences	3						
	Natural science/mathematics	3						
	Instructor approved academic courses per local college requirement.	6						
<b>TOTAL</b>		<b>15</b>						

1

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAcrcditation.pdf>



# REALTIME REPORTING TECHNOLOGY COURSES

**Course Number and Name:** CRT 1113 Stenotype Machine Shorthand I

**Description:** 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.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:** Instructor Approved

## **Student Learning Outcomes:**

1. Operate the stenotype machine by the touch method using a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management.
2. Read stenotype theory from printed material at the rate of up to 100 words per minute.
3. Take dictation on the stenotype machine at the rate of up to 100 words per minute.
4. Transcribe usable copy from dictated stenotype notes.

## **National Court Reporting Association (NCRA) Standards:**

### Judicial Reporting Steno Machine Option

NCRA VII A(1)	Instruction in writing the spoken word with punctuation by means of a realtime translation theory.
NCRA VII A(2)	Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.
NCRA VII A(3)	Speed and accuracy development.
NCRA VII A(5)	Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
NCRA VII A(6)	Readback and analysis of paper or electronic steno notes.
NCRA VII A(7)	Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
NCRA VII A(8)	Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
NCRA VII A(9)	Follow the minimum grading criteria found in <i>What Is An Error?</i> (Appendix 7)

CART Option

- NCRA IX A(1) Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.
- NCRA IX A(2) Speed and accuracy development.
- NCRA IX A(4) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA IX A(5) Readback and analysis of paper or electronic steno notes.
- NCRA IX A(6) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
- NCRA IX A(7) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA IX A(8) Follow the minimum grading criteria found in What Is An Error? (See Appendix #7.)

**Course Number and Name:** CRT 1123 Stenotype Machine Shorthand II

**Description:** This course is a continuation of Stenotype Machine Shorthand I. Emphasis is placed on machine theory reinforcement, vocabulary, dictionary building, and speed development using carefully graded and timed practice material.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Operate the stenotype machine by the touch method using a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management.
  - a. Develop, complete, and apply stenotype theory including brief forms and phrases.
  - b. Take dictation on the stenotype machine at the rate of up to 140 wpm.
  - c. Transcribe usable copy from dictated stenotype notes.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine

- NCRA VII A(2) Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.
- NCRA VII A(3) Speed and accuracy development.
- NCRA VII A(5) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA VII A(6) Readback and analysis of paper or electronic steno notes.
- NCRA VII A(7) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
- NCRA VII A(8) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA VII A(9) Follow the minimum grading criteria found in *What Is An Error?* (See Appendix #7.)
- NCRA VII B(2) Vocabulary (word knowledge).
- NCRA VII B(3) Activities or exercises through which students develop their spelling and vocabulary skills.

CART Option

- NCRA IX A (1) Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.

- NCRA IX A (2) Speed and accuracy development.
- NCRA IX A (4) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA IX A (5) Readback and analysis of paper or electronic steno notes.
- NCRA IX A (6) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
- NCRA IX A (7) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA IX A (8) Follow the minimum grading criteria found in What Is An Error? (See Appendix #7.)

**Course Number and Name:** CRT 1133 Speed Building I

**Description:** This course is an initial course for building speed using the stenotype machine or voice writing equipment 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. Salable transcription of dictated material through stenotype notes is required.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
2. Develop word recognition and writing vocabulary.
3. Take dictation at the rate of up to 100 wpm for 5 minutes with 97% or better accuracy, and successfully produce a minimum of three salable transcripts of such takes consisting of literary, jury charge, and two-voice (Q&A) judicial reporting material.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

NCRA VII A(3)	Speed and accuracy development.
NCRA VII A(4)	Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
NCRA VII A(5)	Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
NCRA VII A(6)	Readback and analysis of paper or electronic steno notes.
NCRA VII A(7)	Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
NCRA VII A(8)	Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
NCRA VII A(9)	Follow the minimum grading criteria found in <i>What Is An Error?</i> (Appendix #7)
NCRA VII A(10)	A simulated State Certification Test, qualifying examination or RPR skills test. Transcription time shall be completed within the allotted test guidelines.

**Course Number and Name:** CRT 1143 Speed Building II

**Description:** This is a continuation course for building speed using the stenotype machine 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. Salable transcription of dictated material through stenotype notes is required.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
2. Develop word recognition and writing vocabulary.
3. Take dictation at the rate of up to 140 wpm for 5 minutes with 97% or better accuracy, and successfully produce a minimum of three salable transcripts of such takes consisting of literary, jury charge, and two-voice (Q&A) judicial reporting material.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

NCRA VII A(3)	Speed and accuracy development.
NCRA VII A(4)	Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
NCRA VII A(5)	Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
NCRA VII A(6)	Readback and analysis of paper or electronic steno notes.
NCRA VII A(7)	Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
NCRA VII A(8)	Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
NCRA VII A(9)	Follow the minimum grading criteria found in <i>What Is An Error?</i> (Appendix #7)
NCRA VII A(10)	A simulated State Certification Test, qualifying examination or RPR skills test. Transcription time shall be completed within the allotted test guidelines.

**Course Number and Name:**        **CRT 1153**        **Realtime Reporting Procedures**

**Description:**                                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.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:**                                Instructor Approved

**Student Learning Outcomes:**

1. Simulate the role of the realtime reporter in trials, depositions, and administrative hearings in performing the following functions:
  - a. Administering an oath/affirmation
  - b. Marking and handling exhibits
  - c. Exercising responsibility for reporting the proceeding
  - d. Indexing and storing notes
  - e. Interrupting a speaker
  - f. Obtaining spellings of proper names
  - g. Identifying speakers in a multi-speaker situation
  - h. Handling discussions off the record
  - i. Indicating nonverbal actions
  - j. Certifying questions
  - k. Reporting interpreted proceedings
  - l. Handling sidebar discussions
  - m. Handling reading and signing of depositions
  - n. Reporting and transcribing voir dire of the jury and witnesses and polling of the jury
2. Demonstrate an awareness of all aspects of the realtime reporting profession and related job opportunities.
  - a. Demonstrate professionalism in image, dress, and professional membership and activities.
  - b. Develop a portfolio or résumé.
3. Apply the NCRA Code of Professional Ethics in simulated situations and case studies.
4. Identify the appropriate reference sources used in transcript preparation.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

NCRA VII C(1)     Civil law.

- NCRA VII C(2) Criminal law.
- NCRA VII C(3) The judicial system (discovery, trial, and appellate processes).
- NCRA VII C(4) Legal terminologies.
- NCRA VII C(5) Methods of researching legal citations. (Inclusion of law and legal terminology in steno dictation classes does not meet the standard.)
- NCRA VII E(1) Role of the reporter in trials, depositions (i.e., telephonic, discovery, perpetuation/evidentiary, and in aid of execution), administrative hearings, and other judicial proceedings.
- NCRA VII E(2) Marking and handling of exhibits.
- NCRA VII E(3) Indexing and archiving of steno notes, paper and electronic.
- NCRA VII E(4) Reporting techniques, which shall include but not be limited to, when and/or how to:
- Interrupt a speaker
  - Obtain spellings of proper names
  - Identify speakers in a multi-speaker situation
  - Swear or affirm witnesses and interpreters
  - Handle discussions off the record
  - Indicate nonverbal actions
  - Certify questions
  - Report with an interpreter
  - Report sidebar discussions
  - Handle reading and signing of depositions
- NCRA VII E(5) Transcript preparation and production.
- NCRA VII E(6) Library and reference materials which includes software and Internet search engines used in transcript production
- NCRA VII E(7) The profession and related job opportunities
- NCRA VII E(8) How to report and transcribe voir dire of the jury and witnesses and the polling of the jury.
- NCRA VII E(9) Proofreading skills
- NCRA VII E(10) Ethics, including the distribution of the NCRA Code of Professional Ethics
- NCRA VII E(11) Knowledge of and involvement in professional associations
- NCRA VII E(12) The importance of continuing education and life-long learning
- NCRA VII E(13) Professional image and dress
- NCRA VII E(14) Development of portfolios and/or resumes



**Course Number and Name:** CRT 1163 Realtime Reporting English and Grammar I

**Description:** This course is an in-depth analysis and application of modern English and grammar usage. The course includes the writing experience with attention to the basic mechanical and structural elements of the writing process. The course is offered to meet the foundation needed for English, grammar, and punctuation of the spoken word taught in CRT 1173 Realtime Reporting English & Grammar II.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on punctuation application to include the following:
  - a. All necessary alphabets defined such as a, A, A., -a for letter-by-letter spelling
  - b. Punctuation (Period, comma question mark, colon, semicolon, exclamation point, apostrophe, parenthesis, delete space stroke, feet and inches stroke, forward slash, backward slash, hyphen, dash, percent, ampersand, at sign, decimal point, prefix/suffix decimal point, prefix/suffix colon, prefix/suffix comma, prefix apostrophe, brackets, quotation marks, lowercase "s, speaker identification, etc.)
2. Utilize proofreading skills to include proper punctuation, spelling, capitalization, and differentiation between number symbols and words.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine

- NCRA VII B(1) Apply the basic rules of English grammar and spelling.
- NCRA VII B(2) Vocabulary (word knowledge).
- NCRA VII B(3) Activities or exercises through which students develop their spelling and vocabulary skills. (Inclusion of English instruction in a steno dictation course does not meet the standard.)

CART Option

- NCRA IX B(1) Apply the basic rules of English grammar and spelling.

**Course Number and Name:** CRT 1173 Realtime Reporting English and Grammar II

**Description:** This course is a continuation of the 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.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on punctuation application to include the following:
  - a. All necessary alphabets defined such as a, A, A., -a for letter-by-letter spelling
  - b. Punctuation (Period, comma question mark, colon, semicolon, exclamation point, apostrophe, parenthesis, delete space stroke, feet and inches stroke, forward slash, backward slash, hyphen, dash, percent, ampersand, at sign, decimal point, prefix/suffix decimal point, prefix/suffix colon, prefix/suffix comma, prefix apostrophe, brackets, quotation marks, lowercase "s, speaker identification, etc.)
2. Utilize proofreading skills to include proper punctuation, spelling, capitalization, and differentiation between number symbols and words.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine

- NCRA VII B(1) Apply the basic rules of English grammar and spelling.
- NCRA VII B(2) Vocabulary (word knowledge).
- NCRA VII B(3) Activities or exercises through which students develop their spelling and vocabulary skills. (Inclusion of English instruction in a steno dictation course does not meet the standard.)

CART Option

- NCRA IX B(2) Vocabulary (word knowledge).
- NCRA IX B(3) Activities or exercises through which students develop their spelling and vocabulary skills. (Inclusion of English instruction in a steno dictation course does not meet the standard.)

**Course Number and Name:**        **CRT 1213**        **Voice Writing I**

**Description:**                        This course introduces the student to basic voice theory, speech recognition engines, dictation techniques, and voice writing equipment. This course is designed to provide students with the knowledge needed to maintain, update, diagnose, and operate a laptop and windows operating system for the purpose of Voice Reporting. Daily assignments are given. At the completion of this course, students should be writing approximately 100 wpm with 95% accuracy.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:**                        Instructor Approved

**Student Learning Outcomes:**

1. Operate voice writing equipment using basic voice theory to provide instantaneous, realtime translation, focusing on learning to listen and talk simultaneously and training speech recognition software.
2. Use basic voice theory to translate audio recordings at the rate of up to 100 words per minute.
3. Take dictation using voice writing equipment and a speech recognition engine at the rate of up to 100 words per minute.
4. Use voice theory to produce usable copy from dictated stenotype notes.

**National Voice Recording Association (NVRA) Standards:**

NVRA I	Instruction in voice writing the spoken word with punctuation by means of the voice silencing technique.
NVRA II	Instruction of proper breathing techniques.
NVRA III	Instruction of enunciation and diction.

**Course Number and Name:**        **CRT 1223        Voice Writing II**

**Description:**                        This course focuses on the interaction of the multiple software applications used to produce accurate, sustained, realtime voice recognition. It will re-enforce the skills mastered in CRT 1213 Voice Writing I, including basic voice theory, speech recognition engines, dictation techniques, voice writing equipment, and vocabulary development. Daily assignments are given. At the completion of this course, students should be writing at 140 wpm with 95% accuracy.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:**                        Instructor Approved

**Student Learning Outcomes:**

1. Operate voice writing equipment using basic voice theory to provide instantaneous, realtime translation, focusing on learning to listen and talk simultaneously and training speech recognition software.
  - a. Develop, complete, and apply stenotype theory including brief forms and phrases.
  - b. Take dictation on the stenotype machine at the rate of up to 140 wpm.
  - c. Use voice theory to produce usable copy from dictated stenotype notes.

**National Voice Recording Association (NVRA) Standards:**

NVRA IV	Instruction of the principles of voice recognition including, but not limited to, dictation techniques and voice macros.
NVRA V	Speed and accuracy development.
NVRA VI	Instruction on voice reporting utilizing various types of equipment including analog equipment, digital equipment, computer equipment.

**Course Number and Name:** CRT 2113 Stenotype Machine Shorthand III

**Description:** This is a continuation course of Stenotype Machine Shorthand II. Emphasis is placed on advanced vocabulary, dictionary building, and speed development of medical and technical dictation using carefully graded and timed practice material.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Operate the stenotype machine by the touch method using a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management.
2. Read fluently from machine shorthand notes, analyzing written notes for errors.
3. Write on the stenotype machine for 5 minutes and transcribe with a minimum of 97% accuracy medical and technical dictation up to 180 wpm.
4. Utilize proper formatting for testimony and straight material, including speaker identifications.
5. Apply language arts techniques in realtime reporting transcription using punctuation marks, proper word usage, and capitalization.
6. Demonstrate awareness and understanding of current events.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine

- NCRA VII A(2) Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.
- NCRA VII A(3) Speed and accuracy development.
- NCRA VII A(4) Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
- NCRA VII A(5) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA VII A(6) Readback and analysis of paper or electronic steno notes.
- NCRA VII A(7) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.

- NCRA VII A(8) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA VII A(9) Follow the minimum grading criteria found in *What Is An Error?* (See Appendix #7.)
- NCRA VII D(1) The body systems and functions.
- NCRA VII D(2) Psychological and physical diseases and drugs.
- NCRA VII D(3) Methods of researching medical information.

**Course Number and Name:** CRT 2123 Stenotype Machine Shorthand IV

**Description:** 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.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Operate the stenotype machine by the touch method using a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management.
2. Read fluently from machine shorthand notes, quickly locating portions to be read, maintaining composure while reading, and reading distinctly with authority.
3. Write on the stenotype machine for 5 minutes and transcribe with a minimum of 97% accuracy three takes at each of the following speeds: literary at 180 wpm, jury charge at 200 wpm, and testimony at 225 wpm.
4. Transcribe a simulated RPR skills test at RPR speed levels in 3.75 hours.
5. Demonstrate awareness and understanding of current events.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine

- NCRA VII A(2) Theory instruction with the use of electronic media and/or realtime technology and teacher interaction.
- NCRA VII A(3) Speed and accuracy development.
- NCRA VII A(4) Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
- NCRA VII A(5) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA VII A(6) Readback and analysis of paper or electronic steno notes.
- NCRA VII A(7) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.

- NCRA VII A(8) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA VII A(9) Follow the minimum grading criteria found in *What Is An Error?* (See Appendix #7.)
- NCRA VII A(10) A simulated State Certification Test, qualifying examination or RPR skills test. Transcription time shall be completed within the allotted test guidelines.



**Course Number and Name:** CRT 2133 Speed Building III

**Description:** This is a continuation course for building speed in taking dictation using a stenotype machine 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. Salable transcription of dictated material through stenotype notes is required.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
2. Expand word recognition and writing vocabulary.
3. Take dictation at the rate of up to 180 wpm for 5 minutes with 97% or better accuracy, and successfully produce a minimum of three salable transcripts of such takes consisting of literary, jury charge, and two-voice (Q&A) judicial reporting material.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

- NCRA VII A(3) Speed and accuracy development.
- NCRA VII A(4) Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
- NCRA VII A(5) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA VII A(6) Readback and analysis of paper or electronic steno notes.
- NCRA VII A(7) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
- NCRA VII A(8) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA VII A(9) Follow the minimum grading criteria found in *What Is An Error?* (See Appendix #7.)
- NCRA VII A(10) A simulated State Certification Test, qualifying examination or RPR skills test. Transcription time shall be completed within the allotted test guidelines.

**Course Number and Name:** CRT 2143 Speed Building IV

**Description:** This is a continuation course for building speed in taking dictation using a stenotype machine 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. Salable transcription of dictated material through stenotype notes is required.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Demonstrate mastery of stenotype theory and stenotype machine performance and increased speed of machine operation.
2. Expand word recognition and writing vocabulary.
3. Take dictation at the rate of up to 240 wpm for 5 minutes with 97% or better accuracy, and successfully produce a minimum of three salable transcripts of such takes consisting of literary, jury charge, and two-voice (Q&A) judicial reporting material.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

- NCRA VII A(3) Speed and accuracy development.
- NCRA VII A(4) Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
- NCRA VII A(5) Testing at incremental speeds on unfamiliar material. The same test shall not be repeated more than once every six (6) months to the same student.
- NCRA VII A(6) Readback and analysis of paper or electronic steno notes.
- NCRA VII A(7) Once-a-week transcription by all students from their steno notes. This may include homework notes, projects, and so forth.
- NCRA VII A(8) Speed test transcription shall be monitored and timed. Test data shall be deleted immediately.
- NCRA VII A(9) Follow the minimum grading criteria found in *What Is An Error?* (See Appendix #7.)
- NCRA VII A(10) A simulated State Certification Test, qualifying examination or RPR skills test. Transcription time shall be completed within the allotted test guidelines.

**Course Number and Name:** CRT 2163 Realtime Reporting Technology

**Description:** 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 realtime reporter.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use a computer-aided transcription system, including operation, setup, basic care and maintenance, support, terminology, transcript production, and dictionary management.
2. Demonstrate computer literacy including DOS, Windows, ASCII disk creation, Internet applications, and related software packages such as spreadsheets, word processing, scheduling, and job tracking.
3. Simulate the role of the realtime reporter in proceedings including speaker identification and realtime transcript, composition, and formatting demonstrating an understanding of the psychology of writing realtime.
4. Simulate the role of the realtime reporter in the Computer-Integrated Courtroom (CIC) environment to include the following:
  - a. Available realtime and litigation support technology
  - b. Procedures to train attorneys, paralegals, and court personnel
  - c. System management
  - d. Case management (what, where, and why)
  - e. Indexing/conversion software programs
  - f. Optical scanning of documents, exhibits, and building a litigation database
  - g. Interacting with court computer systems
  - h. Lexis, Westlaw, and so forth
  - i. Case tracking
  - j. Word processing
  - k. File storage-archival/retrieval computer systems
  - l. Coordinating activities with court administrators on CIC matters
  - m. Telecommunications (telephonic, video conferencing)
  - n. Public relations
  - o. Transcript distribution, ASCII diskettes, and so forth
5. Simulate the role of the realtime reporter in the deposition environment to include the following:
  - a. Available hardware and software technology
  - b. Equipment setup
  - c. Telecommunications
  - d. Participants' needs
  - e. Litigation support
  - f. Public relations

6. Demonstrate awareness of the role of the realtime reporter in the Communication Access Realtime Translation (CART) and broadcast captioning environments.
7. Write realtime using available resource materials.
8. Prepare, produce, and proofread a 10-page transcript checked for neatness, format, content, punctuation, and spelling.
9. Demonstrate awareness of NCRA's Certified Legal Video Specialist program and the use of video equipment in trials and depositions.

### **National Court Reporting Association (NCRA) Standards:**

#### Judicial Reporting Steno Machine/Voice Writing Option

- NCRA VII F(1) Hands-on instruction in:
- a. Computer-Aided Transcription
    - (1) Instruction in operating a computer-aided transcription system
    - (2) Instruction in the basic care and maintenance of the electronic writer, including key adjustments, stroke depth, and realtime-related hardware
    - (3) Instruction in system support(customer service, software, etc)
    - (4) Understanding of computer-aided transcription terminology
    - (5) Application of computer functions:
      - (a) Producing a transcript: reading, translating, editing, printing, using parentheticals and template files.
      - (b) Dictionary management to include creating job dictionaries, loading job dictionaries in proper sequence, editing of dictionary entries, adding new entries, and archival of dictionary files.
- NCRA VII F(2) Instruction in the following may include lecture, videotape, or hands-on instruction to provide familiarity in:
- a. Computer Operating Systems/Computer Literacy
    - (1) Survey of different computer operating systems
    - (2) Windows-based operating systems
    - (3) Creating files in various formats, such as ASCII or RTF, and transferring to other media, e.g. CD, disk, jump drive, zip drive, or other state-of-the-art media format
    - (4) Computer terminology
    - (5) Internet applications
  - b. Realtime Application
    - (1)Instruction in operating a realtime translation system
    - (2) Instruction in setting up and operating realtime-related hardware
    - (3) Role of the realtime reporter in proceedings:
      - (a) Speaker identification
      - (b) Realtime transcript, composition, and formatting
    - (4) Research and preparation for writing realtime
    - (5)Litigation support in the judicial environment
      - (a) an overview of the reporter's role in providing litigation support
      - (b) An overview of hardware and software, including ASCII files or RTF files or other state-of-the-art format
    - (6) An overview of the reporter's role in CART

- (a) Equipment setup, hardware and software
  - (b) CART environment and consumer expectations
- (7) An overview in Broadcast Captioning
  - (a) Broadcast captioning environment and consumer expectations
- (8) Videotaping
  - (a) An overview of the use of video equipment in trials and depositions.
  - (b) An overview of NCRA's Certified Legal Video Specialist program.

**Course Number and Name:** CRT 2173 Judicial Dictionary Development

**Description:** 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.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Continue to build and maintain a realtime dictionary for judicial reporting to include the following: a.
  - a. Cultural diversity
  - b. Geography
  - c. Current events
  - d. Law
  - e. Anatomy/medicine

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

NCRA VII G The student shall be introduced to:

- Local events
- National events
- International events
- Geography
- Cultural diversity

**Course Number and Name:** CRT 2233 Voice Writing III

**Description:** This course is a continuation of CRT 1223 Voice Writing II with emphasis on medical anatomy, physiology, and medical and technical dictation. This course also focuses on the interaction of the multiple software applications used to produce accurate, sustained, realtime voice recognition and will re-enforce the skills mastered in Voice Writing II. At the completion of this course, students should be writing at 180 wpm with 95% accuracy.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Operate voice writing equipment using basic voice theory to provide instantaneous, realtime translation of medical anatomy, physiology, and medical and technical dictation.
  - a. Develop, complete, and apply basic voice theory to translate medical anatomy, physiology, and medical and technical dictation.
  - b. Take dictation using voice writing equipment at the rate of up to 180 wpm with 95% accuracy.
  - c. Use voice theory to produce usable copy from dictated stenotype notes.
2. Use multiple software applications to produce accurate, sustained, realtime voice recognition.
  - a. Produce accurate and sustained realtime voice recognition through the interaction of multiple software applications.

**National Voice Recording Association (NVRA) Standards:**

NVRA VII	Practice dictation. The dictation shall include but shall not be limited to two-voice and multivoice testimony (including medical and technical material), literary, and jury charge.
NVRA VIII	Testing at incremental speeds on unfamiliar material. The same test shall not be given more than once to the same student.
NVRA IX	Readback of dictated material.

**Course Number and Name:** CRT 2243 Voice Writing IV

**Description:** This course is a continuation of CRT 2233 Voice Writing III. Emphasis is placed on speaker identification, transcript formatting and production, and proofreading through computer-access transcription of actual judicial transcripts, public hearings, literary dictation, and congressional record. In this course, students will learn about the many career choices available to realtime reporters and about the technologies and skills required for these aspects of reporting. Speakers who have worked in areas such as captioning, classroom reporting, computer-integrated courtrooms, and online technologies will discuss the evolving role of the reporter.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Operate voice writing equipment using basic voice theory to provide instantaneous, realtime translation to produce actual judicial transcripts, public hearings, literary dictation, and congressional record.
  - a. Develop, complete, and apply basic voice theory to produce actual judicial transcripts, public hearings, literary dictation, and congressional record.
  - b. Simulate the role of the realtime reporter in proceedings including speaker identification and realtime transcript, composition, and formatting demonstrating an understanding of the psychology of writing realtime.
2. Discuss career choices available to realtime reporters.
  - a. Explain the skills required to work in areas such as captioning, classroom reporting, computer-integrated courtrooms.
  - b. Discuss the use of online technologies used in realtime reporting.

**National Voice Recording Association (NVRA) Standards:**

NVRA X	Transcription by all students from dictated material. This may include tests, classroom projects, and homework projects.
NVRA XI	Minimum grading criteria shall be the NVRA rules regarding what constitutes an error.
NVRA XII	A simulated CVR skills test at the following speeds: 250 wpm testimony (2-voice), 225 wpm jury charge, and 200 wpm literary with no more than four hours of transcription time.



**Course Number and Name:** CRT 2513 CART I

**Description:** This course provides instruction in writing the spoken word with punctuation using a realtime translation theory for communication access realtime translation (CART).

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management to include the following:
  - a. All necessary alphabets defined such as a, A, A., -a for letter-by-letter spelling
  - b. Punctuation colon (:), semicolon (;), exclamation point (!), delete back stroke, feet and inches stroke (5'6"), forward slash (/), back slash (\), hyphen (-), percent (%), ampersand (&), at sign (@), decimal point (1.2 million), prefix/suffix decimal point (.22 caliber, 7.67), prefix/suffix colon (6:00), prefix/suffix comma (1,750), prefix apostrophe ('98), brackets (applause), quotation marks ("Hello"), musical notes, lowercase "s" (RBIs), speaker identification, new speaker symbol (>>), force stroke to force translation onto the screen, blanking stroke to blank and pass captions from the screen and placement strokes for captions.
  - c.. Production of numbers, which includes use of the number bar
  - d.. Environmental sounds descriptors
  - e. Ability to write Web site and Internet addresses
  - f. Prefixes and suffixes
  - g. Use of phonetic translator
  - h. Dictionary building including understanding and maintenance of dictionary entries; includes, but is not limited to, the areas of math, geography, science, political science, history, English/literature, current events, medical and common proper names.
2. Analyze shorthand notes including review and line-by-line edit.
3. Write three 5-minute, 180-wpm literary dictations at 96% accuracy.
4. Paraphrase in realtime.

**National Court Reporting Association (NCRA) Standards:**

CART Option

- |               |  |
|---------------|--|
| NCRA IX F(1)  | Understanding realtime terminology.  |
| NCRA IX F(2)  | ADA laws and applicable civil rights laws.   |
| NCRA IX F(3)  | Deaf culture and awareness of CART consumers, to include various associations/organizations and their preferred modes of communication access and accommodation. |
| NCRA IX F (4) | Familiarity with accommodations: <ol style="list-style-type: none"><li>a. Hearing aids</li></ol>   |

- b. TTY access
- c. Sound amplifiers
- d. Assistive listening devices

- NCRA IX F(5)      Know differences in Deaf and hard-of-hearing cultures.
- a. Types of hearing loss:
    - (1) Conductive
    - (2) Sensorineural (hearing loss due to sensory nerve damage)
    - (3) Mixed
  - b. Degrees of hearing loss
  - c. Ear anatomy
  - d. Cochlear implants
  - e. Sign interpreters, oral interpreters and transliterators (Person who changes letters or words to corresponding letters or words in another language.)
- NCRA IX F(6)      Environments where CART is an appropriate accommodation, such as the courtroom, personal situations, educational setting, conventions/meetings, church, theater, civic life, and remote applications via telecommunications or the Internet. (Any environment involving a person with a hearing loss.)
- a. Current NCRA CART Provider's Manual.
  - b. Ethics, current NCRA Guidelines for Professional Practice for CART Providers.
  - c. Research and dictionary development for job preparation, such as library, media, and Internet searches for each CART assignment.

**Course Number and Name:** CRT 2523 CART II

**Description:** 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).

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management for CART.
2. Analyze shorthand notes including review and line-by-line edit.
3. Demonstrate proficiency using a simulated Certified Realtime Reporter (CRR) and/or other specialty certification exam.
4. Write a 30-minute meeting/seminar program with a goal Total Error Rate (TER) of 96% or higher to build endurance.
5. Write three 5-minute, 180-wpm literary dictation at 96% accuracy.
6. Paraphrase in realtime.
7. Use phonetic translator.
8. Build and maintain a realtime dictionary.
9. Recognize environments where CART may be used.
10. Research for job preparation using libraries, media, and the Internet.
11. Apply the Guidelines for Professional Practice.

**National Court Reporting Association (NCRA) Standards:**

CART Option

NCRA IX F (9) Instruction in writing the spoken word with punctuation by means of a realtime translation theory to provide realtime translation, with special emphasis on dictionary development and maintenance of dictionary entries to include:

- a. All necessary punctuation formats and alphabets included in Appendix #6 (upper and lower case alphabets)
- b. Translation of numbers, which may include the use of the number bar
- c. Environmental sounds descriptors (stenographic outlines to convey environmental

sounds associated with CART environments, for example: applause, laughter, background noise, etc.)

- d. Ability to write Web site and Internet addresses
- e. Prefixes and suffixes
- f. Use and editing of phonetic translator
- g. Developing and maintaining a broad-based vocabulary dictionary for the CART environments. Dictionary entries might include, but not be limited to: math, geography, science, political science, history, English literature, current events, medical, computer terminology and common proper names
- h. Paraphrase in realtime
- i. Use phonetic translator
- j. Build and maintain a realtime dictionary
- k. Manage and load job dictionaries for proper translation

NCRA IX F(10)	Review and line-by-line edit/analysis of steno notes.
NCRA IX F(11)	Practice from a simulated Certified Realtime Reporter (CRR) and/or other specialty certification exams, internet radio shows, recorded educational classes, convention speeches and/or motivational presentations.
NCRA IX F(12)	Build endurance by writing two, 30-minute class lectures, meeting/seminar programs or web cast meeting segments with a goal of 96 percent verbatim accuracy, or higher, variable speeds of 180-200 wpm (word count). When possible, instructor observation should take place.
NCRA IX F(13)	Develop speed and accuracy measured by random sampling of verbatim translations.

**Course Number and Name:** CRT 2563 CART Technology

**Description:** 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*.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Interpret information from *CART Provider's Manual* and use it to do the following:
  - a. Maintain the stenotype machine.
  - b. Setup computer hardware and realtime peripherals.
  - c. Obtain system support.
2. Connect a computer laptop and set up basic CART equipment for maximum benefit of CART recipients.
3. Perform the following CART functions:
  - a. Manipulate font sizes and screen colors.
  - b. Create a realtime file.
  - c. Declare job dictionaries for particular job translations.
  - d. Perform on-screen globaling and defining.
  - e. Manage dictionary including editing of entries, adding and deleting entries, and archiving dictionary files.

**National Court Reporting Association (NCRA) Standards:**

CART Option

NCRA IX E (1) CART technology classes shall include reference to the current CART Provider's Manual through lecture, tape, or other media format educational materials, and hands-on instruction in:

- a. The basic care & maintenance of the computerized steno machine, including key adjustments & stroke depth
- b. The basic setup of the computer hardware and realtime peripherals, including current remote software applications for text transmission and audio acquisition.
- c. Instruction on how to obtain system support.
- d. The application of computer functions and current software packages.
- e. The application of CAT functions.
  - (1) Screen setup and display to include colors, font type, and font size
  - (2) Creating a realtime file
  - (3) Manage and load job dictionaries for proper translations
  - (4) On-screen globaling and defining
  - (5) Dictionary building and management
  - (6) Use and editing of phonetic translator
  - (7) Word substitution in realtime
  - (8) Accurately finger spell words

**Course Number and Name:** CRT 2573 CART Dictionary Development

**Description:** In this course, the student will continue to build a dictionary for communication access realtime translation (CART).

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Continue to build and maintain a realtime dictionary for computer access realtime translation (CART) to include the following:
  - a. Math
  - b. Geography
  - c. Science
  - d. Political science
  - e. History
  - f. English/literature
  - g. Current events
  - h. Medical
  - i. Common proper names

**National Court Reporting Association (NCRA) Standards:**

CART Option

NCRA IX C (1) Dictation in legal terminologies (including civil, criminal).

NCRA IX D (1) Dictation in medical terminologies (including anatomy, psychology, diseases and drugs).

NCRA IX E (1) CART technology classes shall include reference to the current CART Provider's Manual through lecture, tape, or other media format educational materials, and hands-on instruction in:

- e. The application of CAT functions.
  - (3) Manage and load job dictionaries for proper translations
  - (4) On-screen globaling and defining
  - (5) Dictionary building and management
  - (6) Use and editing of phonetic translator
  - (7) Word substitution in realtime
  - (8) Accurately finger spell words

**Course Number and Name:** CRT 2713 Broadcast Captioning I

**Description:** This course provides instruction in writing the spoken word with punctuation using a realtime translation theory to provide instantaneous, realtime translation for broadcast captioning.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management to include the following:
  - a. All necessary alphabets defined such as a, A, A., -a for letter-by-letter spelling
  - b. Punctuation such as colon(:), semicolon (;), exclamation point (!), delete back stroke, feet and inches stroke (5'6"), forward slash (/), back slash (\), hyphen (-), percent (%), ampersand (&), at sign (@), decimal point (1.2 million), prefix/suffix decimal point (.22 caliber, 7.67), prefix/suffix colon (6:00), prefix/suffix comma (1,750), prefix apostrophe ('98), brackets (applause), quotation marks ("Hello"), musical notes, lowercase "s" (RBIs), speaker identification, new speaker symbol (>>), force stroke to force translation onto the screen, blanking stroke to blank and pass captions from the screen and placement strokes for captions.
  - c. Production of numbers, which includes use of the number bar
  - d.. Environmental sounds descriptors
  - e. Ability to write Web site and Internet addresses
  - f. Prefixes and suffixes
  - g. Use of phonetic translator
  - h. Dictionary building including understanding and maintenance of dictionary entries; includes, but is not limited to, the areas of sports, meteorology, geography, common proper names, government/politics, foods, arts, animals, criminology, entertainment, military installations, slang, current national names in the news, common female & male first names, literature, science & religion
2. Analyze shorthand notes including review and line-by-line edit.
3. Write three 15-minute, 180-wpm literary at 96% accuracy.
4. Write taped broadcast news productions from television newscasts; sporting events; courtroom programs; political and daytime talk shows; seminars; medical and scientific programming; city council, administrative, and local government meetings; and public broadcasting documentaries.

**National Court Reporting Association (NCRA) Standards:**

Broadcast Captioning Option

- NCRA VIII A (10) Practice from taped broadcast news productions from network, cable, public access and/or education satellite downlinks for hands-on application.
- NCRA VIII A (11) Review and line-by-line edit/analysis of steno notes.

NCRA VIII A (12)

Build endurance by writing 15-minute broadcast news programs with a goal of 96 percent verbatim accuracy (when possible, instructor observation should take place).



**Course Number and Name:** CRT 2723 Broadcast Captioning II

**Description:** 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.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Use the stenotype machine and a realtime theory to provide instantaneous, realtime translation, with special emphasis on dictionary building/management for captioning.
2. Analyze shorthand notes including review and line-by-line edit.
3. Write a 30-minute broadcast news program with a goal Total Error Rate of 96% or higher to build endurance.
4. Write three 15-minute, 180-wpm literary at 96% accuracy.
5. Write taped broadcast news productions from television newscasts; sporting events; courtroom programs; political and daytime talk shows; seminars; medical and scientific programming; city council, administrative, and local government meetings; and public broadcasting documentaries.
6. Use a phonetic translator.
7. Build and maintain a realtime dictionary.

**National Court Reporting Association (NCRA) Standards:**

Broadcast Captioning Option

- NCRA VIII G (1) Instruction in the following minimum standards:
- a. Write three five-minute, realtime literary broadcast material takes at 180 wpm (syllabic and/or word count) at 96 percent verbatim accuracy.
  - b. Transcribe a minimum of two five-minute, two-voice, non-realtime tests with a minimum of 95 percent accuracy, dictated at a minimum speed of 225 wpm. If the program has a judicial track, the 225 Q&A testing material will satisfy this requirement.
  - c. Submit unedited captioned translations of three 15-minute programs on varied topics for course evaluation taken from the internship experience.
  - d. The student shall complete at least 25 verified hours of actual writing and 15 hours of research and dictionary preparation during the internship experience.

**Course Number and Name:** CRT 2763 Broadcast Captioning Technology

**Description:** This course is an overview in captioning technology, concepts, and vocabulary. Emphasis is on basic equipment setup for broadcast captioning.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Demonstrate basic setup, care, and maintenance of the stenotype machine, computer hardware, and broadcast captioning equipment.
2. Perform the following captioning functions:
  - a. Prepare for broadcast news production.
  - b. Perform prescripting.
  - c. Manage dictionary including editing of entries, adding and deleting entries, and archiving dictionary files.
3. Demonstrate knowledge of history, culture, terminology, broadcast news production, prescripting, psychology of on-air captions, FCC regulations, and deaf culture.

**National Court Reporting Association (NCRA) Standards:**

Broadcast Captioning Option

- NCRA VIII E (1) Captioning technology classes shall include lecture, taped broadcast news and other general programming, and hands-on instruction in:
- a. Operation of on-line captioning translation system functions including editing of phonetic translator
  - b. Instruction in the basic care and maintenance of the computerized steno writer, including steno key adjustments and stroke depth
  - c. Instruction in the basic setup and maintenance of broadcast captioning equipment
  - d. Instruction in how to obtain system support

- NCRA VIII E (2) Instruction in the following may include lecture, videotape, other media format, or hands-on instruction to provide familiarity in:
- a. Broadcast news production preparation
  - b. Prescripting to include text preparation, format, and software functions
  - c. Knowledge of on-air captioning and finger spelling of words.
  - d. History of captioning and related regulations, Decoder Circuitry Act, and FCC requirements
    - (1) Deaf culture/awareness
    - (2) Quality control/evaluation

**Course Number and Name:** CRT 2773 Broadcast Captioning Dictionary Development

**Description:** In this course, the student will continue to build a dictionary for captioning.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Continue to build and maintain a realtime dictionary including understanding and maintenance of dictionary entries; includes, but is not limited to, the following areas:
  - a. Sports
  - b. Meteorology
  - c. Geography
  - d. Common proper names
  - e. Government/politics
  - f. Foods
  - g. Arts
  - h. Animals
  - i. Criminology
  - j. Entertainment
  - k. Military installations
  - l. Slang
  - m. Current national names in the news
  - n. Common female and male first names
  - o. Literature
  - p. Science
  - q. Religion

**National Court Reporting Association (NCRA) Standards:**

Broadcast Captioning Option

- NCRA VIII A (9) Instruction in writing the spoken word with punctuation by means of a realtime translation theory to provide realtime translation, with special emphasis on dictionary development and maintenance of dictionary entries to include:
- a. All necessary steno outlines defined such as punctuation, caption conventions, formats and alphabets as contained in Appendix #6 (See Appendix #6)
  - b. Translation of numbers, which may include use of the number bar.
  - c. Environmental sounds descriptors (stenographic outlines to convey environmental sounds associated with live broadcast; for example: applause, laughter, background noise, etc.)
  - d. Ability to write Web site and Internet addresses
  - e. Prefixes and suffixes
  - f. Use of phonetic translator
  - g. Dictionary development to include understanding and maintenance of dictionary entries containing broad-based vocabulary content specific to the captioning environment. Vocabulary shall include but not be limited to the following general areas: sports;

meteorology; geography; common proper names; government/politics; foods; arts; animals; criminology; entertainment; military installations; slang; current national names in the news; literature; science; and religion.

**Course Number and Name:** CRT 2913 Internship for Judicial Reporters

**Description:** 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.

<b>Hour Breakdown:</b>	Semester Credit Hours	Lecture	Lab	Contact Hours
	3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Write a minimum of 66 hours under the supervision of a practicing realtime reporter using machine shorthand technology. The 66 verified hours of writing time should include time with both a freelance reporter and an official reporter.
2. Produce a minimum 40-page salable transcript for educational and grading purposes only, not to be sold.
3. Write a narrative report summarizing the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/processes observed.

**National Court Reporting Association (NCRA) Standards:**

Judicial Reporting Steno Machine/Voice Writing Option

- NCRA VII H (1) Internship shall not commence until a student completes the institution's 180- word-per-minute testimony requirements.
- NCRA VII H (2) The institution is responsible for assisting the student in arranging the internship experience.
- NCRA VII H (3) The internship shall include official, freelance, and realtime reporting experience where possible.
- NCRA VII H (4) The student shall not serve in the capacity of the actual reporter during participation in this internship period.
- NCRA VII H (5) Internship shall include a minimum of 40 hours of actual writing time under the supervision of a practicing reporter using machine steno technology.
- NCRA VII H (6) A transcript shall be produced for educational and grading purposes only and shall not be sold.
- NCRA VII H (7) Records must be maintained to verify the internship experience including:
- a. internship verification form
  - b. narrative report (minimum of one page)
  - c. transcript of internship experience

**Course Number and Name:** CRT 2923 Internship for CART

**Description:** This course provides supervised practical experience in communication access realtime translation (CART).

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Write a minimum of 66 hours under the supervision of a practicing CART reporter or institutional instructor responsible for the internship experience.
2. Produce an unedited realtime translation of 1 hour of CART services for educational and grading purposes only, not to be sold.
3. Write a narrative report summarizing the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/processes observed.

**National Court Reporting Association (NCRA) Standards:**

CART Option

- NCRA IX G (1) The internship shall not commence until the student has completed the program's 160-wpm literary requirement.
- NCRA IX G (2) The institution is responsible for coordinating the student's internship experience. The internship experience may be conducted in classes on campus, with the permission of the school and the professor, or off site with a CART provider present, or remotely with a practicing remote CART provider.
- NCRA IX G (3) The student shall not serve in the capacity of the actual CART provider during participation in the internship.
- NCRA IX G (4) The internship shall include a minimum of 15 hours of research and dictionary preparation and 25 hours of writing (for a total of 40 hours internship experience) on-site or remote in an academic, web cast or public environment under the supervision of a practicing CART provider or on campus in a simulated academic or public environment using live or multi-media presentations, supervised by the institutional instructor responsible for the internship experience.
- NCRA IX G (5) The student shall submit an unedited realtime translation of two 30-minute segments of CART services on varied topics for educational and analysis purposes only.
- NCRA IX G (6) Records must be maintained to verify the internship experience, including:
- a. Internship verification form
  - b. One page narrative report
  - c. Transcript of internship experience

**Course Number and Name:** CRT 2933 Internship for Broadcast Captioning

**Description:** This course provides supervised practical experience in broadcast captioning.

**Hour Breakdown:**

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60

**Prerequisite:** Instructor Approved

**Student Learning Outcomes:**

1. Write a minimum of 66 verified hours under the supervision of a practicing captioner or institutional instructor responsible for the internship experience.
2. Produce an unedited captioned translation of 1 hour of captioning services for educational and grading purposes only, not to be sold.
3. Write a narrative report summarizing the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/processes observed.

**National Court Reporting Association (NCRA) Standards:**

CART Option

- NCRA VIII F (1) The internship shall not commence until the student has completed the program's 160 wpm literary requirement.
- NCRA VIII F (2) The institution is responsible for coordinating the student's internship experience. The internship experience may be conducted on campus utilizing the captioning suite(s), or off-site at an on-air caption provider's facility, or working remotely with a caption provider.
- NCRA VIII F (3) The student shall not serve in the capacity of the actual captioner during participation in either an off-site or on-campus captioning internship.
- NCRA VIII F (4) The internship shall include a minimum of 25 hours of writing and 15 hours of research and dictionary preparation under the supervision of a practicing captioner off-site, or institutional instructor for the on-campus captioning internship experience, or working remotely with a caption provider.
- NCRA VIII F (5) The student shall submit an unedited realtime captioned translation of three 15-minute program segments on varied topics.
- NCRA VIII F (6) Records must be maintained to verify the internship experience including:
- a. Internship verification form.
  - b. Narrative report, a minimum of one page.
  - c. Transcript of internship experience.

# RECOMMENDED TOOLS AND EQUIPMENT

## **CAPITALIZED ITEMS**

1. Computer work centers, including desk and chair (1 per student; 1 special needs accessible)
2. Multimedia computer with CD-RW, DVD, speakers, sound card, internal modem or network card, USB port for jump drive, and two RS-232 serial ports (1 per student)
3. Laser printer (1 per lab)
4. Scanner, color page (1 per lab)
5. Internet access
6. Data projector (1 per lab)
7. Stenotype machine (1 per student)
8. Video camera and tripod (1 per lab)
9. Sound system with four 8-in. speakers (1 per lab)
10. Teacher workstation (laptop computer with printer, scanner, and Internet access)
11. Caption character generator (1 per broadcast captioning station)
12. Television, minimum 32-in. (1 per broadcast captioning station)

## **NON-CAPITALIZED ITEMS**

1. Cassette player (1 per student)
2. Projection screen (1 per lab)
3. Whiteboard (1 per lab)
4. Storage cabinets for cassette tapes/CDs/VHS tapes/DVDs
5. Dedicated telephone line with phone (1 per broadcast captioning station)
6. VHS videocassette recorder/player (1 per broadcast captioning station)
7. Portable/rolling multimedia CART (1 per broadcast captioning station)
8. Paper, ribbons, and batteries for stenotype machines
9. Digital voice recorder

## **CAPITALIZED OR NON-CAPITALIZED ITEMS (Based on prices)**

1. DigitalCAT software (or equivalent)
2. Realtime Learning Systems (myRealtimeCoach)
3. Dictation tapes at varying speeds
4. Medical dictionary
5. Legal dictionary
6. NCRA certification exams from previous years
7. NCRA General Requirements and Minimum Standards
8. Framed U.S. and world maps
9. Copy of NVRA General Requirement and Minimum Standards

### Voice Writing Option

1. Marantz Professional 2-Channel Digital Recorder
2. MM-XLR Steno Mini Mask
3. CG-1 Conference Grabber Microphone
4. All N One Transcription Kit (Multichannel)
5. Carrying Case
6. Dragon Naturally Speaking Legal Software



7. DigitalCat CAT Transcription Software

#### Steno Machine Option

1. Realtime Capable Steno Machine w/ Tripod
2. DigitalCAT Transcription Software
3. Steno Paper
4. Steno Machine Ribbon
5. Computer

## RECOMMENDED INSTRUCTIONAL AIDS

It is recommended that teachers have access to the following items:

1. Copier
2. Electronic Whiteboard
3. Cart, AV (for TV-VCR) (1)
4. Cart, AV (for overhead projector) (1)
5. Mylar board (1)
6. Internet connection (1)
7. TV – VCR (1)
8. Video out (Microcomputer to TV monitor) (1)
9. Smart board
10. Laptop computer
11. Microcomputer with monitor, printer (CD-ROM and cables) (Instructor use)
12. Light box projector (1 per program)
13. Microsoft Office Software
14. Training simulation software

Additional equipment may be needed as certification requirements change.

# CURRICULUM DEFINITIONS AND TERMS

- Course Name – A common name that will be used by all community colleges in reporting students
- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students
- Classification – Courses may be classified as the following:
  - Career Certificate Required Course – A required course for all students completing a career certificate.
  - Technical Certificate Required Course – A required course for all students completing a technical certificate.
  - Technical Elective – Elective courses that are available for colleges to offer to students.
- Description – A short narrative that includes the major purpose(s) of the course
- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course
- Corequisites – A listing of courses that may be taken while enrolled in the course
- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) that will enable students to demonstrate mastery of these competencies

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
  - Additional competencies and objectives within the course related to topics not found in the state framework, including activities related to specific needs of industries in the community college district
  - Activities that develop a higher level of mastery on the existing competencies and suggested objectives
  - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed or revised
  - Activities that include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–technical programs
  - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas
- Sequencing of the course within a program is left to the discretion of the local college. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors. Programs that offer an Associate of Applied Science Degree must include all of the required Career Certificate courses, Technical Certificate courses **AND** a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.

- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:
  - Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
  - Revising or extending the student learning outcomes
  - Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)