



Course Outline/Description— Court Reporting



ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE PROGRAM

Nine 15-week Terms (DAY)

Twelve 15-week Terms (EVENING)

OBJECTIVE

Students will develop computer-compatible, conflict-free, real-time machine shorthand skills of up to 225 words per minute; learn to transcribe and edit their own shorthand notes using computer-assisted transcription equipment.

Students will become familiar with English for Court Reporting, Medical and Legal terminology, Court Reporting procedures, and Computer Aided Transcription for the production of high quality transcripts.

The Orleans Technical Institute Court Reporting Program meets the general guidelines, requirements and minimum standards and is approved by the National Court Reporter's Association (NCRA).



EMPLOYMENT OPPORTUNITIES

Graduates are employable as entry-level reporters and conference reporters. With a minimum of additional training, the court reporter's skills can be used in emerging realtime closed-captioning positions.

Currently, the court reporting field uses computerized steno machines and computers, which graduates will need to purchase before entering the field. The cost will vary depending on the system chosen.



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COURT REPORTING – SCOPE AND SEQUENCE

DAY SCHOOL		
COURSE NO.	COURSE TITLE	CREDITS
TERM 1		
CS101	Seminar for Success	1
S101	Steno 1	14
K101	Keyboarding 1	2
E101	Language Study	3
TERM 2		
S102	Steno 2	14
K102	Keyboarding 2	2
E102	English for Court Reporters	3
IC101	Introduction To Computers	1
TERM 3		
S102.5	Steno 2.5	9
L101	Legal Term. and Court Procedures	3
C101	CAT 1	1
TERM 4		
S103	Steno 3	9
M101	Medical Terminology	3
E103*	Vocabulary Development	3
TERM 5		
S104	Steno 4	10.5
M102	Anatomy and Physiology 1	3
C102	CAT 2	1
TERM 6		
S105	Steno 5	14
M103*	Anatomy and Physiology 2	3
E104*	Transcript Editing	3
TERM 7		
S106	Steno 6	14
P101*	Court Reporting Procedures	3
TERM 8		
S107	Steno 7	13.5
C103*	CAT 3	1
P102	RPR Prep	3
TERM 9		
INT	Internship	2
TOTAL CREDITS		139

* E103 can be replaced with E203

* E104 can be replaced with E204

* M103 can be replaced with PS202

* P101 and C103 can be replaced with P201

EVENING SCHOOL		
COURSE NO.	COURSE TITLE	CREDITS
TERM 1		
CS101	Seminar for Success	1
S101-A	Steno 1-A	7
K101	Keyboarding 1	2
E101	Language Study	3
TERM 2		
S101-B	Steno 1-B	7
K102	Keyboarding 2	2
E102	English for Court Reporters	3
TERM 3		
S102-A	Steno 2-A	7
L101	Legal Term. and Court Procedures	3
IC101	Introduction to Computers	1
TERM 4		
S102-B	Steno 2-B	7
E103*	Vocabulary Development	3
TERM 5		
S102.5-A	Steno 2.5-A	4.5
S102.5-B	Steno 2.5-B	4.5
C101	CAT 1	1
M101	Medical Terminology	3
TERM 6		
S103A	Steno 3-A	4.5
S103-B	Steno 3-B	4.5
M102	Anatomy and Physiology 1	3
TERM 7		
S104	Steno 4	10.5
C102	CAT 2	1
TERM 8		
S105	Steno 5	14
M103*	Anatomy and Physiology 2	3
TERM 9		
S106	Steno 6	14
E104*	Transcript Editing	3
TERM 10		
S107-A	Steno 7-A	6.75
C103*	CAT 3	1
P101*	Court Reporting Procedures	3
TERM 11		
S107-B	Steno 7-B	6.75
P102	RPR Prep	3
TERM 12		
INT	Internship	2
TOTAL CREDITS		139



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C101	CAT 1: BASICS OF COMPUTER-AIDED TRANSCRIPTION Students will develop hardware and software knowledge needed to produce a product for the appropriate level. This includes basic editing skills, learn computer terminology and use computerized steno machines in conjunction with CAT hardware and software. Dictionary-building skills include introductory work with StenEd's® Realtime CAT dictionary. Students learn to produce a five-page, first pass transcript with a goal of 95% translation rate. Prerequisite(s): S102 or equivalent	E104	TRANSCRIPT EDITING This course puts emphasis on the development of a salable transcript and punctuating verbatim English, proofreading skills and the refinement of spelling and punctuation skills on computer-assisted transcription systems using hard copies of actual deposition and trial testimony material. Prerequisite(s): E103 or equivalent
C102	CAT 2: ADVANCED TRANSCRIPT PRODUCTION AND DICTIONARY BUILDING SKILLS Students will continue development of advanced editing skills and complete two deposition and official transcripts from beginning to end using computerized steno machines in conjunction with CAT software. Students will produce correctly formatted salable transcripts on a computer-assisted transcription system using essential include files. Students will be able to produce a five-page, first pass transcript with a goal of 95% translation rate. Dictionary building includes input of words into the personal and job dictionary files. Prerequisite(s): C101 or equivalent	E203	COMMUNICATIONS This advanced course develops both written and oral communication skills through writing, speaking, and advanced vocabulary training. An introduction to public speaking and written composition prepare the student for in-class oral presentations and an end-of-term research project/paper. Sample composition or oral presentation topics include local and world geography, deaf culture, meteorology, TV production, and sports. Current events and realtime vocabulary lessons provide the primary material for the dictation component. Special attention will be paid to pre-air dictionary preparation of current news stories. Oral class presentations, short papers, and one research/report paper are required. Prerequisite(s): E103 or equivalent
C103	CAT 3: COMPUTER-ASSISTED TRANSCRIPTION TECHNOLOGY Using translation and editing skills and dictionary entries developed in C101, C102, and English courses, the student will prepare a salable transcript of an actual or simulated court or deposition proceeding of at least 10 pages which includes title page, index, direct and cross-examination, jury charge/opening and/or closing statements, certification page, and witness signature page, when appropriate. In addition, the student will take a simulated Certified Realtime Reporter (CRR) test at a speed of 180-200 wpm literary for 5 minutes. Prerequisite(s): C102 and P101 or equivalents	E204	LINGUISTICS FOR COURT This course is an in-depth exploration of both the sounds and the grammatical structure of English. The speech sound or phonology component introduces the production of speech sounds, their physical characteristics, and how native and non-native speakers perceive speech sounds. Special emphasis is placed on the IPA, International Phonetic Alphabet, and transcription of common English dialects. The course's grammar component introduces the modern descriptive approach to English sentence structure through generative grammar with particular emphasis on common verbatim construction and their appropriate punctuation. Prerequisite(s): E101, E102, S102, S102.5
CS101	SEMINAR FOR SUCCESS This course is an orientation to The Court Reporting Program, rules of the program, the field of court reporting and professional requirements. It introduces the student to practical strategies for successfully completing the program and planning future goals and provides the student with "hands on" experience with several tools that will be of assistance during later studies. Activities will include group exercises, field trips, outside speakers and discussions. Prerequisite(s): None	IC101	INTRODUCTION TO COMPUTERS This course is designed to introduce the student to the personal computer, word processing software including transcript templates, and operating systems used in the workplace and to provide the opportunity to develop introductory skills in working with Windows-based software packages. Prerequisite(s): None
E101	APPLIED LANGUAGE STUDY This focuses on the sentence level of English. Students will learn phonic analysis, sentence structure including phrases, clauses, grammar, punctuation, vocabulary, and spelling skills needed for communication as it applies to the court reporting profession. Prerequisite(s): None	INT	COURT REPORTING INTERNSHIP This course provides hands-on experience in school-approved court systems, freelance agencies, and realtime settings. Course requirements include a minimum of 90 verified hours of actual writing time, preferably in a realtime environment producing a minimum of 40 pages of transcription during on-the-job internship. Prerequisite(s): All courses in The Court Reporting Program except P102 and C103
E102	ENGLISH FOR COURT REPORTERS Focusing on the required style manual used by court reporters, students will refine their grammar and punctuation, vocabulary, and communication style as they relate to verbatim dictation, producing a finished transcript, and writing business correspondence. Prerequisite(s): E101 or equivalent	K101	KEYBOARDING 1 Students will acquire basic keyboarding skills and will demonstrate skills at a minimum of 35 words per minute with 5 or fewer errors on two 5-minute timed writings. Emphasis is placed on accuracy and speed in keying paragraph material of average difficulty. They will also demonstrate the ability to key from copy, to make basic editorial corrections, and to arrange and execute correctly formatted material including business letters. Prerequisite(s): None
E103	VOCABULARY DEVELOPMENT Concentrating on current events, this course will further develop the vocabulary and language skills of the stenotype student. This course supplements a basic language foundation, incorporating practice in conflict-free machine-shorthand theory principles along with vocabulary and language practice. Current event topics are discussed and practiced on the stenotype machine. Local, national, and world geography is emphasized. Prerequisite(s): S102 and E102 or equivalents	K102	KEYBOARDING 2 Students will demonstrate keyboarding skills at a minimum of 45 words per minute with 5 or fewer errors on two 5-minute timed writings. Emphasis is placed on accuracy and speed in keying paragraph material of average difficulty. Students will also demonstrate the ability to key from copy, make basic editorial corrections, and arrange and correctly format documents, including business letters. Students will have practice in keying from stenotype notes. Prerequisite(s): K101 or equivalent



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L101 LEGAL TERMINOLOGY AND COURT PROCEDURES

This law course focuses on legal language and covers civil and criminal law, the judicial system, legislative processes, administrative agencies, and general legal terminology. The focus will be on those practices and procedures usually encountered by a court reporter. Prerequisite(s): None

M101 MEDICAL TERMINOLOGY

This course is a study of the meaning and pronunciation of the language of medicine, including prefixes, suffixes, and definitions of medical disorders and surgical procedures using the Dean Vaughn 350 System video/workbook program. Students practice terms on the stenotype machine utilizing conflict-free StenEd® forms. Prerequisite(s): Steno 2/2A or equivalent

M102 HUMAN ANATOMY AND PHYSIOLOGY 1

This course is a study of disease processes, health assessment, therapeutic and surgical procedures, the structure of the human body, cells, tissues, body membranes, blood, immunology and the integumentary, skeletal, muscular, and nervous systems. Students will demonstrate knowledge of this material through academic content testing. Steno students will also learn to write all medical terms using the stenotype machine with computer-compatible, conflict-free machine shorthand forms. Prerequisite(s): M101 or equivalent

M103 HUMAN ANATOMY AND PHYSIOLOGY 2

This course is a study of the five senses; the faculty of speech; psychiatry; and the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. With emphasis on accuracy, students will demonstrate knowledge of this material through written academic content tests. Steno students will also learn the computer-compatible, conflict-free machine shorthand forms for all medical terms learned in the content of this course. Prerequisite(s): M102 or equivalent

P101 COURT REPORTING PROCEDURES

This course is preparation for internship including all responsibilities of the court reporter, professional ethics as outlined in the NCRA Code of Professional Ethics, protocol as a deposition, stipulations, marking exhibits, parenthetical expressions, transcript preparation and format, proofreading, researching, use of library and reference materials used in transcript production, indexing and storing notes, arbitrations, meetings, hearings, editing, professional associations, becoming a notary, and practice for the written knowledge portion of the Registered Professional Reporters (RPR) examination. Prerequisite(s): S105 and E104 or equivalents

P102 RPR PREP

This course centers on Registered Professional Reporter (RPR) and Certified Court Reporter (CCR) speed tests and multi-voice practice. Students will practice using actual RPR test tapes and multi-voice videotapes. The purpose of this course is to help students build endurance in prolonged writing and transcription skills. Two-voice testimony tests of 240 wpm will be given in this course with special certificates awarded to any student who passes at 95% or better. Students will prepare for the Written Knowledge Test. Prerequisite(s): P101 and S106 or equivalents

P201 CART/CAPTIONING PROCEDURES AND LAB

Relying on National Court Reporting Association publications and hands-on experience using professional, specialty-specific software, this course surveys both procedural and practical CART/Captioning topics. Topics include the CART/Captioning provider's

role, CART/Captioning preparation, dictionary building and management, discrete speaker labeling conventions, environmental descriptors, conference reporting, special punctuation, lecture preparation, and CART/Captioning software and equipment. In the lab, students will complete Internet research and then either caption, realtime, or post-produce individual projects. Subjects include taped college lectures, broadcast news, weather, sports, and home shopping. Prerequisite(s): S105, E103, C101, PS202 or equivalent

PS202 DEAF PEOPLE AND THEIR CULTURE

This advanced course emphasizes major physiological and psychological processes of the deaf culture. Students learn about deafness, common emotional and social behavior patterns, emotional and social maturity issues, handicap adjustments, family status, socialization in groups, and economic status of deaf persons. Topics covered include types of hearing loss, treatment of the deaf, past-to-present social and educational aspects, civil rights of the deaf, telecommunications devices, oral and manual communication modes for the deaf, and audiometer use and audiogram interpretation. Prerequisite(s): E103

S101 STENO 1

This course introduces students to the basic stenotype theory, phonetic alphabet and develops skills in phrases, vocabulary, and abbreviations; reading back and transcribing of shorthand notes; and speed development to 50 wpm. Emphasis is on realtime, computer-compatible, conflict-free shorthand technique. Students must demonstrate competency by passing 5 minutes of dictation at 50 wpm with 95% accuracy in transcription. Prerequisite(s): None

S101-A STENO 1-A (evening)

This course introduces students to basic stenotype theory, phonetic alphabet and develops skill in phrases, vocabulary, and abbreviations; reading back and transcribing of shorthand notes and speed development to 40 wpm. Emphasis on computer-compatible, conflict-free realtime writing shorthand technique. Students must demonstrate competency by passing 5 minutes of dictation at 40 wpm with 95% accuracy in transcription. Prerequisite(s): None

S101-B STENO 1-B (evening)

This is a continuation of basic stenotype theory and phonetic alphabet skills with speed development to 50 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 50 wpm with 95% accuracy in transcription. Prerequisite(s): S101-A or equivalent

S102 STENO 2

This course is a continuation of basic stenotype realtime theory and use of phonetic alphabet with speed development to 80 words per minute. Students must demonstrate competency by passing 5 minutes of dictation of 80 wpm in literary with 95% accuracy in transcription and 5 minutes of dictation in comprehensive realtime theory at 60 wpm with 95% accuracy in transcription. Prerequisite(s): S101/S101-B or equivalent

S102-A STENO 2-A (evening)

This course is a continuation of basic stenotype theory with speed development to 60 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 60 wpm with 95% accuracy in handwritten transcription. Prerequisite(s): S101/S101-B or equivalent



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S102-B STENO 2-B (evening)

This course is the continuation and completion of basic stenotype realtime theory with speed development to 80 wpm. Emphasis is on computer-compatible, conflict-free realtime shorthand technique. Prerequisite(s): S102-A or equivalent

S102.5 STENO 2.5

This course is the review and completion of the basic stenotype realtime theory with speed development to 100 wpm. Prerequisite(s): S102/S102-B or equivalent

S102.5-A STENO 2.5-A (evening)

This course is the review of basic stenotype realtime theory with speed development to 100 wpm. Prerequisite(s): S101/S101-B or equivalent

S102.5-B STENO 2.5-B (evening)

This course continues the review and completion of the basic stenotype realtime theory with speed development to 100 wpm. Prerequisite(s): S102.5-A or equivalent

S103 STENO 3

This course develops machine shorthand skills to 120 words per minute. Students must demonstrate competency in jury charge, two-voice and literary material. Prerequisite(s): S102.5/S102.5-B or equivalent

S103-A STENO 3-A (evening)

This course develops machine shorthand skills to 100 words per minute. Students must demonstrate competency literary material. Prerequisite(s): S102/S102-B or equivalent

S103-B STENO 3-B (evening)

This course develops machine shorthand skills to 120 words per minute. Students must demonstrate competency in jury charge, literary and two-voice testimony material. Prerequisite(s): S103-A or equivalent

S104 STENO 4 LEVEL

JC140- This course develops machine shorthand speed up to 140 WPM in jury charge material. Prerequisite(s): S103/S103-B or equivalent

LIT120- This course develops machine shorthand speed up to 120 WPM in literary material. Prerequisite(s): S103/S103-B or equivalent

QA140- This course develops machine shorthand speed up to 140 WPM in two-voice testimony material. Prerequisite(s): S103/S103-B or equivalent

QA160- This course develops machine shorthand speed up to 160 WPM in two-voice testimony material. Prerequisite(s): S103/S103-B or equivalent

MV140- This class introduces students to the fundamentals of machine shorthand and transcription with more than two speakers. Prerequisite(s): S103/S103-B or equivalent

S105 STENO 5 LEVEL

JC160- This course develops machine shorthand speed up to 160 WPM in jury charge material. Prerequisite(s): JC140

JC180- This course develops machine shorthand speed up to 180 WPM in jury charge material. Prerequisite(s): JC160

LIT140- This course develops machine shorthand speed up to 140 WPM in literary material. Prerequisite(s): LIT120

QA180- This course develops machine shorthand speed up to 180 WPM in two-voice testimony material. Prerequisite(s): QA160

MV160- This class exposes students to the fundamentals of machine shorthand and transcription with more than two speakers. Students develop machine shorthand speed up to 160 WPM. Prerequisite(s): MV140

MD140- This class introduces students to the fundamentals of machine shorthand and transcription of two-voice medical testimony up to 140 WPM. Prerequisite(s): QA160

S106 STENO 6

JC200- This course develops machine shorthand speed up to 200 WPM in jury charge material. Prerequisite(s): JC180

LIT160- This course develops machine shorthand speed up to 160 WPM in literary material. Prerequisite(s): LIT140

QA200- This course develops machine shorthand speed up to 200 WPM in two-voice testimony material. Prerequisite(s): QA180

MV180- This class exposes students to the fundamentals of machine shorthand and transcription with more than two speakers. Students develop machine shorthand speed up to 180 WPM. Prerequisite(s): MV160

MD160- This class introduces students to the fundamentals of machine shorthand and transcription of two-voice medical testimony up to 160 WPM. Prerequisite(s): QA180, MD140

S107 STENO 7

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency in transcribing literary, two-voice and medical testimony. Prerequisite(s): LIT160/ QA200/MD160

S107A STENO 7-A (evening)

This course develops machine shorthand speed to 180 words per minute. Students must demonstrate competency in transcribing literary and medical testimony. Prerequisite(s): LIT160/ MD160

S107B STENO 7-B (evening)

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency in transcribing two-voice testimony. Prerequisite(s): S107A/ QA200