

**COURT REPORTING PROGRAM
SCOPE AND SEQUENCE – DAY SCHOOL**

COURSE NO.	COURSE TITLE	CREDIT
TERM 1		
CS101	Seminar for Success	0.5
S101	Steno 1	6
K101	Keyboarding 1	3
E101	Language Study	3
TERM 2		
S102	Steno 2	6
K102	Keyboarding 2	3
E102	English for Court Reporters	3
IC101	Introduction to Computers	0.5
TERM 3		
S103	Steno 3	5
M101	Medical Terminology	3
L101	Legal Term, & Court Procedures	3
C101	CAT 1	1
TERM 4		
S104	Steno 4	5
M102	Anatomy & Physiology 1	3
E103	Vocabulary Development	3
C102	CAT 2	1
TERM 5		
S105	Steno 5	6
M103	Anatomy & Physiology 2	3
E104	Transcript Editing	3
TERM 6		
S106	Steno 6	6
P101	Court Reporting Procedures	3
TERM 7		
S107	Steno 7	6
C103	CAT 3	1
P102	RPR Prep	3
INT	Internship	2
TOTAL CREDITS		82

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS

COURT REPORTING PROGRAM SCOPE AND SEQUENCE – EVENING SCHOOL		
COURSE NO.	COURSE TITLE	CREDIT
TERM 1		
CS101	Seminar for Success	0.5
S101-A	Steno 1-A	4
K101	Keyboarding 1	3
E101	Language Study	3
TERM 2		
S101-B	Steno 1-B	2
S102-A	Steno 2-A	2
K102	Keyboarding 2	3
E102	English for Court Reporters	3
TERM 3		
S102-B	Steno 2-B	4
L101	Legal Term. & Court Procedures	3
IC101	Introduction to Computers	0.5
TERM 4		
S103-A	Steno 3-A	2
C101	CAT 1	1
E103	Vocabulary Development	3
TERM 5		
S103-B	Steno 3-B	3
M101	Medical Terminology	3
TERM 6		
S104	Steno 4	5
M102	Anatomy & Physiology 1	3
C102	CAT 2	1
TERM 7		
S105	Steno 5	6
M103	Anatomy & Physiology 2	3
TERM 8		
S106	Steno 6	6
E104	Transcript Editing	3
TERM 9		
S107-A	Steno 7-A	3
C103	CAT 3	1
P101	Court Reporting Procedures	3
TERM 10		
S107-B	Steno 7-B	3
P102	RPR Prep	3
INT	Internship	2
TOTAL CREDITS		82

C101 – CAT 1: BASICS OF COMPUTER-AIDED TRANSCRIPTION 1 Credit

Students will develop basic editing skills, learn computer terminology and used computerized steno machines in conjunction with CAT 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: S102 or equivalent

C102 – CAT 2: ADVANCED TRANSCRIPT PRODUCTION AND DICTIONARY BUILDING SKILLS 1 Credit

Students will develop advanced editing skills using computerized steno machines in conjunction with CAT software. Students will producer 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 job dictionary files. Prerequisite: C101 or equivalent

C103 – CAT 3: COMPUTER-ASSISTED TRANSCRIPTION TECHNOLOGY 1 Credit

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: C102 and P101 or equivalents

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS cont.

CS101 – SEMINAR FOR SUCCESS 0.5 Credits

This course is an orientation to OTI, the court reporting program, and the court reporting profession, introducing the student to practical strategies for successfully completing the program and planning future goals, and providing the student with “hands on” experience with several tools that will be of assistance during later studies. Activities will include group exercises and discussions. Prerequisite: None

E101 – APPLIED LANGUAGE STUDY 3 Credits

Students will learn phonic analysis, sentence structure, grammar, punctuation, vocabulary, and spelling skills needed for college level communication skills as they apply to the court reporting profession. Prerequisite: None

E102 – ENGLISH FOR COURT REPORTERS 3 Credits

Students will learn punctuation, grammar, vocabulary, and style points as they relate to taking verbatim dictation, producing a finished transcript, and writing business correspondence. Prerequisite: E101 or equivalent

E103 – VOCABULARY DEVELOPMENT 3 Credits

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 key terms are written on the stenotype machine. Local, national, and world geography is emphasized. Prerequisites: S102 and E102 or equivalents

E104 – TRANSCRIPT EDITING 3 Credits

This course puts emphasis on the development of proofreading skills and the refinement of spelling and punctuation skills on both computer-assisted transcription systems using hard copies of actual deposition and trial testimony material. Prerequisites: E103 or equivalent

E204 – COMMUNICATIONS 3 Credits

This 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: E103 or equivalent

E205 – LINGUISTICS FOR COURT REPORTERS 3 Credits

This course explores 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 constructions and their appropriate punctuation. Prerequisites: E101, E102, S102

IC101 – INTRODUCTION TO COMPUTERS 5 Credits

This course is designed to introduce the student to the personal computer, word processing software, and operating systems used in the workplace and to provide the opportunity to develop introductory skills in working with Window-based software packages. Prerequisites: None

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS cont.

INT – COURT REPORTING INTERNSHIP 2 Credits

This course provides hands-on experience in school-approved court systems, freelance agencies, and realtime settings. Course requirements include a minimum of 40 verified hours of actual writing time, preferably in a realtime environment producing a minimum of 40 pages of transcription during on-the-job internship. Prerequisites: All courses in Court Reporting program except P102 and C103

K101 – KEYBOARDING 1 3 Credits

Students will acquire basic keyboarding skills and will demonstrate skills at a minimum of 45 gross 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: None

K102 – KEYBOARDING 2 3 Credits

Students will demonstrate keyboarding skills at a minimum of 60 gross 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 stenographic notes. Prerequisite: K101 or equivalent

L101 – LEGAL TERMINOLOGY AND COURT PROCEDURES 3 Credits

This law course 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: None

M101 – MEDICAL TERMINOLOGY 3 Credits

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 stenographic machine utilizing conflict-free StenEd® forms. Prerequisite: Steno 3/3-A or equivalent

M102 – HUMAN ANATOMY AND PHYSIOLOGY 1 3 Credits

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 learned in the course using computer-compatible, conflict-free machine shorthand forms. Prerequisite: M101 or equivalent

M103 – HUMAN ANATOMY AND PHYSIOLOGY 2 3 Credits

This course is a study of the five senses; the faculty of speech; psychiatry; the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. 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: M102 or equivalent

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS cont.

P101 – COURT REPORTING PROCEDURES 3 Credits

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, parentheticals, 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: S105 and E104 or equivalents

P102 – RPR PREP 3 Credits

This course centers on Mock Registered Professional Reporter (RPR) and Certified Court Reporter (CCR) speed tests and multivoice practice. Students will practice using actual RPR test tapes and multivoice 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. Prerequisites: P101 and S106 or equivalents

P201 – CART/CAPTIONING PROCEDURES/ AND LAB 4 Credits

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. Prerequisites: S105, E103, C101, PS202 or equivalent

PS202 – DEAF PEOPLE AND THEIR CULTURE 3 Credits

This course emphasizes major physiological and psychological processes in 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 losses, 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: E103

S101 – STENO 1 6 Credits

This course introduces basic stenotype theory and develops skills in phases, vocabulary, and abbreviations; reading back of shorthand notes, 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 handwritten transcription. Prerequisites: None

S101-A – STENO 1-A 4 Credits

This course introduces basic stenotype theory and develops skill in phases, vocabulary, and abbreviations; reading back of shorthand notes, transcribing of shorthand notes; 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 handwritten transcription. Prerequisites: None

S101-B – STENO 1-B 2 Credits

This is a continuation of basic stenotype theory with speed development to 50 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 50 wpm with 95% accuracy in handwritten transcription. Prerequisites: S101-A or equivalent

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS cont.

S102 – STENO 2

6 Credits

This course is a continuation of basic stenotype realtime theory with speed development to 80 words per minute. Students must demonstrate competency by passing 5 minutes of dictation of 80 wpm in literacy with 95% accuracy in transcription and 5 minutes of dictation in comprehensive realtime theory at 60 wpm with 95% accuracy in transcription. Prerequisites: S101/S1001-B or equivalent

S102-A – STENO 2-A

2 Credits

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: S101/S101-B or equivalent

S102-B – STENO 2-B

4 Credits

This course is the continuation and completion of basic stenotype theory with speed development to 80 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 80 wpm in literacy with 95% accuracy in handwritten transcription and 5 minutes of dictation on realtime theory at 60 wpm with 95% accuracy in handwritten transcription. Prerequisite: S102-A or equivalent

S103 – STENO 3

5 Credits

This course develops machine shorthand skill to 120 words per minute. Students must demonstrate competency by passing one 5-minute test of dictation in jury charge and two-voice testimony material at 100 wpm and 120 wpm, and one 5-minute test of dictation at 100 wpm in literacy material with at least 95% accuracy in computerized transcription. Prerequisite: S102/S102-B or equivalent

S103-A – STENO 3-A

2 Credits

This course develops machine shorthand skill to 100 words per minute. Students must demonstrate competency by passing one 5-minute test of dictation in jury charge and two-voice testimony material at 100 wpm with at least 95% accuracy in computerized transcription. Students will attempt to pass one 5-minute test of dictation at 100 wpm in literary material with at least 95% accuracy in computerized transcription. Prerequisite: S102/S102-B or equivalent

S103-B – STENO 3-B

3 Credits

This course develops machine shorthand skill to 120 words per minute. Students must demonstrate competency by passing one 5-minute test of dictation in jury charge and two-voice testimony material at 120 wpm and one 5-minute test of dictation at 100 wpm in literary material with at least 95% accuracy in computerized transcription. Prerequisite: S103-A or equivalent

S104 – STENO 4

5 Credits

This course develops machine shorthand speed to 160 words per minute. Students must demonstrate competency by passing one 5-minute test in literary material at 120 wpm, one 5-minute test in jury charge and multivoice testimony at 140 wpm, and one 5-minute test at 140 wpm and 160 wpm in two-voice testimony material with at least 96% accuracy in computerized transcription. Prerequisite: S103/S103-B or equivalent

S105 – STENO 5

6 Credits

This course develops machine shorthand speed to 180 words per minute. Students must demonstrate competency by passing one 5-minute test at 160 wpm and 180 wpm in jury charge, at 140 wpm in literary, at 180 wpm in two-voice testimony, at 140 wpm in medical testimony, and at 160 wpm in multivoice testimony; all with at least 96% accuracy in computerized transcription. Prerequisite: S104 or equivalent

COURT REPORTING PROGRAM – COURSE DESCRIPTIONS cont.

S106 – STENO 6

6 Credits

This course develops machine shorthand speed to 200 words per minute. Students must demonstrate competency by passing three 5-minute tests at 200 wpm in jury charge material with 95% accuracy (two tests must be passed at 200 wpm jury charge for all students who started before 8/96). Students must also pass one 5-minute test at 160 wpm in literary, at 200 wpm in two-voice testimony material, at 160 wpm in medical testimony, and at 180 wpm in multivoice material; all with at least 96% accuracy in computerized transcription. Prerequisite: S105 or equivalent

S107 – STENO 7

6 Credits

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency by passing three 5-minute tests at 180 wpm in literary material and at 225 wpm in two-voice testimony material (two tests must be passed at 180 wpm literary and 225 wpm two-voice testimony for students who started before 8/96) and one 5-minute test at 180 wpm in medical testimony; all with at least 95% accuracy in computerized transcription. Prerequisite: S106, K102, and P101 or equivalents

S107A – STENO 7-A

3 Credits

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency by passing three 5-minute tests at 180 wpm in literary material and at 225 wpm in two-voice testimony material (two tests must be passes at 180 wpm literary and 225 wpm two-voice testimony for students who started before 8/96) and one 5-minute test at 180 wpm in medical testimony; all with at least 95% accuracy in computerized transcription. Prerequisite: S106, K102, and P101 or equivalent

S107B – STENO 7-B

3 Credits

This is a continuation of Steno 7-A. This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency by passing three 5-minute tests at 180 wpm in literary material and at 225 wpm in two-voice testimony material (two tests must be passes at 180 wpm literary and 225 wpm two-voice testimony for students who started before 8/96) and one 5-minute test at 180 wpm in medical testimony; all with at least 95% accuracy in computerized transcription. Prerequisite: S106, K102, and P101 or equivalent