

COURT REPORTING PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Court Reporting program is to prepare the student for an entry-level position as a court reporter, closed captionist, or CART reporter by developing his or her machine shorthand speed to 225 wpm. The program also includes training in English skills, Court Reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, vocabulary, and the ability to type 60 net words per minute. The student also will be trained in courtroom and deposition procedures, computer-aided transcription, word processing, closed captioning, and realtime reporting. Typical workplace settings include courtrooms, television stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses, and legislative bodies.

METHODS OF DELIVERY

Students may choose to enroll in either the resident (on-ground) program, in the online program, or in a combination of each. Completion time expectations are the same whatever delivery method(s) is/are chosen.

PROGRAM LENGTH

FULL-TIME day students should complete the program in approximately 31 months.

PART-TIME evening students should complete the program in approximately 62 months. Part-time evening students will be required to register for academic subjects that are offered only during the day. Only the academic subjects of English/vocabulary/medical terminology, keyboarding, and proofreading are offered during the part-time evening schedule. Therefore, a part-time student must attend at least two years on a full-time basis in order to complete the Court Reporting program. Part-time students may transfer to full-time prior to the beginning of each quarter. See the school director for class schedules before transferring to full-time.

IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting program in the above-stated time period. Experience has shown that, based on individual needs and responsibilities of students, the program may take longer than the above-stated time periods. An individual's machine shorthand speed will increase according to his or her ability. Court Reporting is a unique program and not all students proceed or progress at the same pace. It is not the same as taking an academic course which can be specifically laid out in a quarter or semester and then completed by students at the same time. Students who do not complete the program in the above-stated time periods will continue to pay tuition on a pro rata basis until the program is completed.

CURRICULUM

| Course Number | Subject | Theory Contact Hrs | Lab Hours | Externship Contact Hrs | Credit Hours |
|---|---|--------------------|-----------|------------------------|--------------|
| CR100 | Machine Shorthand Theory I A | 80 | 160 | 0 | 16 |
| CR101 | Machine Shorthand Theory I B | 80 | 160 | 0 | 16 |
| CR102 | Machine Shorthand Theory II | 80 | 160 | 0 | 16 |
| CR110 | English / Vocabulary | 60 | 0 | 0 | 6 |
| CR120 | Court Reporting English | 90 | 0 | 0 | 9 |
| CR130 | Introduction To Law and Legal Terminology | 60 | 0 | 0 | 6 |
| MA140 | Medical Terminology | 60 | 0 | 0 | 6 |
| CR141 | Keyboarding | 5 | 55 | 0 | 3 |
| CR142 | Court Reporting Externship | 0 | 0 | 50 | 1.5 |
| CR143 | Word Processing I / Computer-Aided Transcription | 20 | 30 | 0 | 3.5 |
| CR144 | Proofreading for Professionals | 55 | 0 | 0 | 5.5 |
| CR150 | Anatomy / Physiology | 60 | 0 | 0 | 6 |
| CR160 | Court Reporting Procedures | 60 | 0 | 0 | 6 |
| CR165 | CSR Written Exam Preparation | 60 | 0 | 0 | 6 |
| CR200 | Machine Shorthand II | 110 | 20 | 0 | 12 |
| CR208 | General Legal Practice | 55 | 0 | 0 | 5.5 |
| CR300 | Machine Shorthand III A | 230 | 25 | 0 | 24 |
| CR300B | Business Law | 55 | 0 | 0 | 5.5 |
| CR301 | Machine Shorthand III B | 230 | 25 | 0 | 24 |
| CR400 | Machine Shorthand IV | 465 | 20 | 0 | 47.5 |
| CR401 | Machine Shorthand V/ Texas CSR Performance Exam Preparation | 465 | 20 | 0 | 47.5 |
| CR402 | Realtime Technologies | 55 | 0 | 0 | 5.5 |
| | | 2435 | 675 | 50 | |
| TOTAL CREDIT HOURS REQUIRED FOR COMPLETION | | | | | 278 |
| TOTAL CLOCK HOURS REQUIRED FOR COMPLETION | | | | | 3160 |

TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAM

Students who wish to work in Texas as Court Reporters must pass a Certified Shorthand Reporter Licensing Exam administered by the Texas Court Reporters Certification Board. Preparation for this exam is taught in CR401. The exam is given three (3) times a year in Austin, Texas. Students must obtain a "Statement of Proficiency" (see pg. 32), from the school in order to qualify for the exam. The fees for this exam can be found at www.crcb.state.tx.us.

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours
CR100240/16

MACHINE SHORTHAND THEORY I A

This subject introduces basic principles of computer compatible machine shorthand theory by offering mastery of the keyboard, rules for phonetic writing, abbreviations, phrases, and numbers as well as the teaching of transcription skills.

(Prerequisite: None)

CR101240/16

MACHINE SHORTHAND THEORY I B

This subject provides continued development of computer compatible machine shorthand theory, leading to more difficult abbreviations and vocabulary. Emphasis is on accuracy and knowledge of stenotype keyboard as well as abbreviations. Dictation drills are used.

(Prerequisite: CR100)

CR102240/16

MACHINE SHORTHAND THEORY II

This subject provides continued development of computer compatible machine shorthand theory, leading to more abbreviations and vocabulary. Emphasis on accuracy and knowledge of stenotype keyboard skills are taught. Dictation drills are used to build machine shorthand speed up to 100 wpm.

(Prerequisite: CR101)

CR11060/6

ENGLISH / VOCABULARY

This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives and sentence structure, along with vocabulary development.

(Prerequisite: None)

CR12090/9

COURT REPORTING ENGLISH

This subject provides specialized English training as it is applied to the Court Reporting profession.

The editing of transcripts, along with punctuation and proofreading skills, are taught.

(Prerequisite: CR110)

CR13060/6

INTRODUCTION TO LAW AND LEGAL TERMINOLOGY

This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate process-

es as they relate to the judicial system and introduces the student to the legislative process and various administrative agencies. This course also provides the student with an understanding of basic legal terminology. *(Prerequisite: None)*

MA14060/6

MEDICAL TERMINOLOGY

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.

(Prerequisite: None)

CR14160/3

KEYBOARDING

This subject is designed to develop the student's typewriting speed to a minimum of 60 net words per minute.

(Prerequisite: None)

CR14350/3.5

WORD PROCESSING I / COMPUTER-AIDED TRANSCRIPTION

The first section of this subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print and manage documents using word processing software (Microsoft Word). The second part of the course is designed to provide students with competency in computer-aided transcription of machine shorthand notes. At the end of the course students are introduced to the technology of realtime Court Reporting and dictionary building techniques.

(Prerequisite: CR200)

CR15060/6

ANATOMY / PHYSIOLOGY

This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function and to determine healthy organic processes. *(Prerequisite: MA 140)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

| | Clock Hours/Credit Hours | |
|---|--------------------------|--|
| CR160 | 60/6 | CR400485/47.5 |
| COURT REPORTING PROCEDURES | | MACHINE SHORTHAND IV |
| This subject explains the role of the reporter in freelance, official, and other reporter positions. The student is given an overview in video applications for the court reporter. The course is designed to instruct the students in various procedures to assist them in making the transition from classroom to court reporter. | | 180 - 200 words per minute. This subject provides the student with continued development of machine shorthand ability in the areas of literary, jury charge, and testimony drills, plus instruction in the preparation of deposition and trial transcripts. |
| <i>(Prerequisite: None)</i> | | <i>(Prerequisite: CR301)</i> |
| CR165 | 60/6 | CR401485/47.5 |
| CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION | | MACHINE SHORTHAND V / TEXAS CERTIFIED SHORTHAND REPORTER PERFORMANCE EXAM PREPARATION |
| This subject is designed to prepare students for the written section of the Texas Certified Shorthand Reporter Exam. It is an overview of English, vocabulary, spelling, legal terminology, medical terminology, and selected Texas Statutes and Rules as they apply to court reporting. | | 225 - 240 words per minute. This subject provides emphasis on speed development, using a wide variety of materials, centering on testimony drills at 225 wpm, jury charge at 200 wpm, and literary material at 180 wpm. Preparation for the performance section of the Texas CSR Exam is taught. |
| <i>(Prerequisites: CR200, CR110, CR130, CR140)</i> | | <i>(Prerequisite: CR400)</i> |
| CR200 | 130/12 | CR40255/5.5 |
| MACHINE SHORTHAND II | | REALTIME TECHNOLOGIES |
| 120 words per minute. This subject provides introduction of two- and four-voice testimony, jury charge, and literary material, along with continued development of brief forms and phrases. | | This course prepares the student to write realtime as a freelance or official reporter, as a Communication Access Realtime Translation (CART) provider, or a captioner. The student will learn about the technological advances involving realtime writing in the court reporting profession and the opportunities available for realtime writers. |
| <i>(Prerequisite: CR102)</i> | | <i>(Prerequisite: CR143)</i> |
| CR300 | 255/24 | CR14455/5.5 |
| MACHINE SHORTHAND III A | | PROOFREADING FOR PROFESSIONALS |
| 140 words per minute. This subject provides the student with literary, jury charge, and testimony dictation. The student is required to transcribe materials striving for accurate spelling, proofreading, and punctuation skills. | | This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document. |
| <i>(Prerequisite: CR200)</i> | | <i>(Prerequisite: None)</i> |
| CR301 | 255/24 | |
| MACHINE SHORTHAND III B | | |
| 160 words per minute. This subject provides the student with continued dictation of literary, jury charge, and testimony drills with emphasis on writing accurate machine shorthand notes at an increased rate of speed. Transcription and proofreading abilities are stressed. | | |
| <i>(Prerequisite: CR300)</i> | | |

DESCRIPTION OF SUBJECTS *(CONTINUED)*

CR14250/1.5

COURT REPORTING EXTERNSHIP

The externship provides students with experience in the work-related environment of Court Reporting. Students are placed in courtroom or deposition settings. Externships shall include a minimum of 50 hours of participation under the direction of a practicing Court Reporter. A minimum of 40 hours shall be spent in actual writing time verified by the reporter(s) under whom the externship is being completed. Written transcripts of verbatim testimony must be turned in and evaluated by a school-assigned instructor. Transcripts are reviewed by the instructor for accuracy and proper form. Students on externships meet as a class once a week. During class time students discuss their externship reports and receive new externship assignments. Students are supervised by school instructors. Students are graded on a pass/fail basis.

(Prerequisites: CR400, Completion of 180 wpm requirement on testimony material.)

CR300B55/5.5

BUSINESS LAW

Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, business organizations, and securities markets are about. They will be able to recognize the processes and procedures which make for sound contracts, agency relationships, business organizations, and securities markets regulations. They will be able to read and comprehend judicial decisions, statutory enactments, and administrative regulations affecting the interpretation of contracts, the scope of agency relationships, the modus operandi of business organizations, and the government of securities markets.

(Prerequisites: None)



Photo taken at ACI Campus

CR20855/5.5

GENERAL LEGAL PRACTICE

This course familiarizes the student with the following of legal study: criminal law, family law, wills, and trusts. Upon completion, the student will have been introduced to the fundamentals of substantive criminal law, constitutional criminal law, family law as applied in Texas, and to the laws governing testamentary and non-testamentary dispositions of estates.

(Prerequisites: None)