

# COURT REPORTING STENO MACHINE PROGRAM

## EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Steno Machine Program is to prepare the student for an entry-level position as a court reporter or CART provider by developing his or her machine shorthand speed to 225 wpm. The program also includes training in English grammar skills, court reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, and vocabulary. The student also will be trained in courtroom and deposition procedures, computer-aided transcription, 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

All Court Reporting Steno Machine Program courses are offered online only. CR142 (Externship) is completed under the direction of a practicing court reporter or other method approved by the school.

## PROGRAM LENGTH

Students should complete the program in approximately 36 months.

### IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting Steno Machine 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 period. An individual's machine shorthand speed will increase according to his or her ability. Steno machine court reporting is a unique program and not all students proceed or progress at the same pace. Students who do not complete the program in the above-stated time period 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	Quarter 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	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR142	Court Reporting Externship	0	0	50	1.5
CR143	Computer-Aided Transcription	20	30	0	3.5
CR144	Proofreading	55	0	0	5.5
CR150	Anatomy / Physiology	60	0	0	6
CR160	Court Reporting Procedures I	60	0	0	6
CR161	Court Reporting Procedures II	5	55	0	3
CR165	CSR Written Exam Preparation	60	0	0	6
CR200	Machine Shorthand II	110	20	0	12
CR208	Criminal Law	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 Skills Exam Preparation	465	20	0	47.5
CR402	Realtime Technologies	55	0	0	5.5
<b>SUBTOTALS</b>		<b>2435</b>	<b>675</b>	<b>50</b>	<b>278</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					<b>278</b>
<b>TOTAL CLOCK HOURS REQUIRED FOR COMPLETION</b>					<b>3160</b>

## TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAM

Students who wish to work in Texas as an official, freelance, or agency court reporter must pass a Certified Shorthand Reporter Licensing Exam administered by the Judicial Branch Certification Commission. Preparation for this exam is taught in CR165 and CR401. The fees and testing dates and locations for this exam can be found at: <http://www.txcourts.gov/jbcc/court-reporters-certification/exam.aspx>.

# DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours	
<p>CR100 ..... 240/16</p> <p><b>MACHINE SHORTHAND THEORY I A</b></p> <p>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.</p> <p><i>(Prerequisite: None)</i></p>	<p>MA140 ..... 60/6</p> <p><b>MEDICAL TERMINOLOGY</b></p> <p>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.</p> <p><i>(Prerequisite: None)</i></p>
<p>CR101 ..... 240/16</p> <p><b>MACHINE SHORTHAND THEORY I B</b></p> <p>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.</p> <p><i>(Prerequisite: CR100)</i></p>	<p>CR142 ..... 50/1.5</p> <p><b>COURT REPORTING EXTERNSHIP</b></p> <p>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 are also required to submit a one-page, typed, double-spaced narrative containing 200 to 300 words outlining their externship experience which will be corrected by the instructor. Students interact with school instructors at least once a week to address areas of concern and progress. Students are exclusively supervised by school instructors. Students are graded on a pass/fail basis.</p> <p><i>(Prerequisite: Completion of 180 wpm requirement on testimony material)</i></p>
<p>CR102 ..... 240/16</p> <p><b>MACHINE SHORTHAND THEORY II</b></p> <p>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.</p> <p><i>(Prerequisite: CR101)</i></p>	<p>CR143 ..... 50/3.5</p> <p><b>COMPUTER-AIDED TRANSCRIPTION</b></p> <p>This course is designed to provide students with competency in computer-aided transcription of machine shorthand notes. Students are introduced to realtime writing and dictionary-building techniques.</p> <p><i>(Prerequisite: None)</i></p>
<p>CR110 ..... 60/6</p> <p><b>ENGLISH</b></p> <p>This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives, and sentence structure.</p> <p><i>(Prerequisite: None)</i></p>	<p>CR144 ..... 55/5.5</p> <p><b>PROOFREADING</b></p> <p>This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling.</p> <p><i>(Prerequisite: None)</i></p>
<p>CR120 ..... 90/9</p> <p><b>COURT REPORTING ENGLISH</b></p> <p>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.</p> <p><i>(Prerequisite: CR110)</i></p>	
<p>CR130 ..... 60/6</p> <p><b>LEGAL TERMINOLOGY</b></p> <p>This course provides an introduction to legal words, definitions, spellings, pronunciations, and usage.</p> <p><i>(Prerequisite: None)</i></p>	

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

	Clock Hours/Credit Hours	
<p>CR150 .....60/6</p> <p><b>ANATOMY / PHYSIOLOGY</b></p> <p>This course presents an integrated approach to the human body. Upon successful completion of this course, students will be able to separate and identify the parts of the human body.</p> <p><i>(Prerequisite: MA 140)</i></p>		<p>CR200 .....130/12</p> <p><b>MACHINE SHORTHAND II</b></p> <p>120 words per minute. This subject provides introduction of literary, jury charge, and testimony dictation. The student is required to transcribe materials striving for accurate spelling, proofreading, and punctuation skills.</p> <p><i>(Prerequisite: CR102)</i></p>
<p>CR160 .....60/6</p> <p><b>COURT REPORTING PROCEDURES I</b></p> <p>This subject explains the role of the reporter in freelance and other reporter positions such as CART and captioning. The course is designed to instruct the students in various freelance procedures to assist them in making the transition from classroom to freelance court reporter. In addition, all students will learn about the different components of a deposition and complete a deposition using CAT software. Emphasis is on transcript production.</p> <p><i>(Prerequisites: CR120, CR143, CR300)</i></p>		<p>CR208 .....55/5.5</p> <p><b>CRIMINAL LAW</b></p> <p>This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure.</p> <p><i>(Prerequisites: None)</i></p>
<p>CR161 .....60/3</p> <p><b>COURT REPORTING PROCEDURES II</b></p> <p>This subject provides the student with a continued understanding of court reporting procedures in the area of transcript production for court proceedings. In addition, students will learn the rules that govern remote/virtual proceedings, as well as the importance of ethics in the profession. Students will learn how to administer oaths, mark exhibits, use parentheticals correctly, and use good proofreading skills. Emphasis is on transcript production.</p> <p><i>(Prerequisites: CR120, CR143, CR160, CR300)</i></p>		<p>CR300 .....255/24</p> <p><b>MACHINE SHORTHAND III A</b></p> <p>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.</p> <p><i>(Prerequisite: CR200)</i></p>
<p>CR165 .....60/6</p> <p><b>CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION</b></p> <p>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.</p> <p><i>(Prerequisites: CR110, CR130, CR140, CR200)</i></p>		<p>CR300B.....55/5.5</p> <p><b>BUSINESS LAW</b></p> <p>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 governing of securities markets.</p> <p><i>(Prerequisites: None)</i></p>

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

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 proof-reading abilities are stressed.

*(Prerequisite: CR300)*

CR400 .....485/47.5

### **MACHINE SHORTHAND IV**

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.

*(Prerequisite: CR301)*

CR401 .....485/47.5

### **MACHINE SHORTHAND V / TEXAS CERTIFIED SHORTHAND REPORTER SKILLS EXAM PREPARATION**

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 skills section of the Texas CSR Exam is included in this class.

*(Prerequisite: CR400)*

CR402 .....55/5.5

### **REALTIME TECHNOLOGIES**

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.

*(Prerequisite: CR143)*



*Photo taken at ACI Campus*