

COURT REPORTING PROGRAM – STENOMASK REPORTER

EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Stenomask 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 Stenomask speed to 225 words per minute. 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 real-time reporting. Typical work place settings include courtrooms, television

stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses and legislative bodies.

PROGRAM LENGTH

FULL-TIME day students normally should complete the program in approximately fifteen (15) months. Full-time students are not allowed to switch to part-time day status unless they have graduated from the program and choose to remain in school to qualify for the Texas CSR Licensing Exam.

Average completion time is 15 months.

CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
CR144	Proofreading / Professionals	55	0	0	5.5
CR106	Introduction to Computers and Word Processing I	30	30	0	4.5
CR110	English/Vocabulary	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Introduction to Law/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
CR150	Anatomy/Physiology	60	0	0	6
CR160	Court Reporting Procedures	60	0	0	6
CR165	CSR Written Exam Preparation	60	0	0	6
CR208	General Legal Practice	55	0	0	5.5
CR300B	Business Law	55	0	0	5.5
CR402S	Beginning Stenomask Operation	105	20	0	11.5
CR403	Intermediate Stenomask Transcription	75	30	0	9
CR404	Advanced Stenomask Transcription	115	30	0	13
SUBTOTALS		945	165	50	104
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					104
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					1160

IMPORTANT:

ACI does not guarantee or promise that a student shall complete the Court Reporting - Stenomask program in the above stated time periods.

Experience has shown that based on individual needs and responsibilities of students, the program may take longer than the above-stated periods. An individual's stenomask 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 all 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 prorata basis until the program is completed.

TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAM

Students who wish to work in Texas as a Court Reporter must pass a Certified Shorthand Reporter Licensing Exam administered by the Texas Court Reporters Certification Board.

Preparation and qualifications for this exam is taught in CR165, CR403 and CR404. Students must travel to Austin, TX to take the exam. The exam is given three times a year. Students must obtain a "Statement of Proficiency" from the school in order to qualify to take the exam. The fees for this exam are listed in the school's catalog supplement.

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

CR10660/4.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

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).
(Prerequisite: None)

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 emphasis on specialized English training as it is applied to the Court Reporting profession. The editing of transcripts, 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 processes 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 keyboarding speed to a minimum level of 60 net words per minute.
(Prerequisite: None)

CR14250/1.5

COURT REPORTING EXTERNSHIP

This subject provides students with experience in the work-related environment of Court Reporting. Students are placed in courtroom settings and deposition situations. Externship 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 verbatim reporting time and shall be verified by the reporter(s) under whom the externship is being completed. Written transcriptions consisting of forty (40) pages 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. Student 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. *(Prerequisite: CR402, 403)*

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)*



Photo taken at ACI Campus

DESCRIPTION OF SUBJECTS *(CONTINUED)*

<p style="text-align: right;">Clock Hours/Credit Hours</p> <p>CR16060/6</p> <p>COURT REPORTING PROCEDURES</p> <p>This course 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 student in various procedures in order to assist them in making the transition from classroom to court reporter.</p> <p><i>(Prerequisite: None)</i></p>	<p>CR403105/9</p> <p>INTERMEDIATE STENOMASK TRANSCRIPTION</p> <p>180-200 words per minute using the stenomask method of transcription. Also, this course provides the student with basic knowledge and skills of the various types of transcripts prepared by court reporters. A transcription speed of 180-200 wpm with 98% accuracy must be attained.</p> <p><i>(Prerequisite: CR402S)</i></p>
<p>CR16560/6</p> <p>CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION</p> <p>This class is designed to prepare students for the written section of the Texas CSR 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>(Prerequisite: CR200, CR110, CR130, CR140)</i></p>	<p>CR404145/13</p> <p>ADVANCED STENOMASK TRANSCRIPTION</p> <p>225 words per minute. This course provides emphasis on speed development at increasing speeds up to 250 wpm using the stenomask method of transcription and reporting. Testimony, literary, and jury charge will be dictated at speeds up to 225 wpm with 95% accuracy. Preparation for the performance section of the Texas CSR exam is taught.</p> <p><i>(Prerequisite: CR403)</i></p>
<p>CR300B.....55/5.5</p> <p>BUSINESS LAW</p> <p>Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, and 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 market.</p> <p><i>(Prerequisites: None)</i></p>	<p>CR20855/5.5</p> <p>GENERAL LEGAL PRACTICE</p> <p>This course familiarizes the student with the following area 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.</p> <p><i>(Prerequisite: CR403)</i></p>
<p>CR402S125/11.5</p> <p>BEGINNING STENOMASK OPERATION</p> <p>120-160 words per minute using the stenomask method of transcription. Course introduces basic principles of stenomask operation. Emphasis is placed on the proper method of speaking into the stenomask, distinguishing between the voices, proper use of dictation/transcription equipment, and proper format of transcribed material. A transcription speed of 120-160 wpm with 98% accuracy must be attained. Students also receive instruction in real-time, closed captioning, and dictionary building using voice writing software packages similar to those used in the court reporting industries.</p> <p><i>(Prerequisite: None)</i></p>	<p>CR14455/5.5</p> <p>PROOFREADING FOR PROFESSIONALS</p> <p>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.</p> <p><i>(Prerequisite: None)</i></p>