

# 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 or in the online program. 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 36 months.

## **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 period. 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 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 / 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	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	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 Performance Exam Preparation	465	20	0	47.5
CR402	Realtime Technologies	55	0	0	5.5
		2435	675	50	
<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. Students must obtain a "Statement of Proficiency" (see p. 31) from the school in order to qualify for the exam. 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	
CR100 .....	240/16	
<b>MACHINE SHORTHAND THEORY I A</b>		
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.		
<i>(Prerequisite: None)</i>		
CR101 .....	240/16	
<b>MACHINE SHORTHAND THEORY I B</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.		
<i>(Prerequisite: CR100)</i>		
CR102 .....	240/16	
<b>MACHINE SHORTHAND THEORY II</b>		
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.		
<i>(Prerequisite: CR101)</i>		
CR110 .....	60/6	
<b>ENGLISH / VOCABULARY</b>		
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.		
<i>(Prerequisite: None)</i>		
CR120 .....	90/9	
<b>COURT REPORTING ENGLISH</b>		
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.		
<i>(Prerequisite: CR110)</i>		
CR130 .....	60/6	
<b>INTRODUCTION TO LAW AND LEGAL TERMINOLOGY</b>		
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. <i>(Prerequisite: None)</i>
MA140 .....	60/6	
<b>MEDICAL TERMINOLOGY</b>		
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.		
<i>(Prerequisite: None)</i>		
CR141 .....	60/3	
<b>KEYBOARDING</b>		
This subject is designed to develop the student's typewriting speed to a minimum of 50 net words per minute.		
<i>(Prerequisite: None)</i>		
CR143 .....	50/3.5	
<b>COMPUTER-AIDED TRANSCRIPTION</b>		
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.		
<i>(Prerequisite: None)</i>		
CR150 .....	60/6	
<b>ANATOMY / PHYSIOLOGY</b>		
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. <i>(Prerequisite: MA 140)</i>		

## DESCRIPTION OF SUBJECTS (CONTINUED)

	Clock Hours	Credit Hours	
CR160 .....	60	6	CR400 .....485/47.5
<b>COURT REPORTING PROCEDURES</b>			<b>MACHINE SHORTHAND IV</b>
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	CR401 .....485/47.5
<b>CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION</b>			<b>MACHINE SHORTHAND V / TEXAS CERTIFIED SHORTHAND REPORTER PERFORMANCE EXAM PREPARATION</b>
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	CR402 .....55/5.5
<b>MACHINE SHORTHAND II</b>			<b>REALTIME TECHNOLOGIES</b>
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	CR144 .....55/5.5
<b>MACHINE SHORTHAND III A</b>			<b>PROOFREADING FOR PROFESSIONALS</b>
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	
<b>MACHINE SHORTHAND III B</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>			