COURT REPORTING (CRPT)

CRPT 1000 - Steno Machine Shorthand Theory
(3 Credits)
This is an introductory course in steno machine shorthand writing. Students will learn proper positioning at the steno machine and how to properly set up and break down their machines. Students will learn how to depress each key and will memorize the keys on the stenographic machine. They will learn to write letters, combine letters to form new letters and words, and combine several letters to form phrases heard daily (brief forms). This is taught by writing words as they are heard phonetically. They will learn how to write numbers and punctuation on the steno machine. Realtime writing is taught in this class. My Realtime Coach™ is utilized for coursework and homework assignments. Proficient readback and transcribing steno notes into English is required. Individual and group coaching is provided, as needed. Extensive practice hours outside of classroom is essential to being successful at learning the stenographic machine. Students will be tested online via My Realtime Coach™ and are required to achieve 40 words per minute by the end of this class.

Lecture: 3 hours

CRPT 1010 - Legal Terminology
(3 Credits)
This course offers an introduction to legal terminology as it relates to the work of court reporters. Definitions, spelling, and pronunciation of legal terms, basic court procedures, and court rules and guidelines are key components of this course. Students will develop a working knowledge of the language commonly used in the legal profession during courtroom and other legal proceedings.

Lecture: 3 hours

CRPT 1100 - Text Editing for Court Reporters
(3 Credits)
This course provides a comprehensive study of text editing skills practiced by Court Reporters. Emphasis is placed on grammar, punctuation, capitalization, sentence structure, proofreading, and editing.

Lecture: 3 hours

CRPT 1110 - Court Reporting and Computer Aided Technologies I
(3 Credits)
In this course, students will learn the features and how to operate the Case CATalyst™ software. Students will be building and maintaining their personal dictionary. Students will learn to read and name their files and transcribe their notes. Students will be writing from 40-60 wpm on the stenograph machine and be required to pass two separate tests of Question & Answer testimony at 60 wpm. Proficient read back from their notes is required. My Realtime Coach™ is utilized for homework assignments in this class.

Lecture: 3 hours

CRPT 1120 - Court Reporting and Computer Aided Technologies II
(3 Credits)
This course builds on the skills students gained in Court Reporting & Computer Aided Technologies I. Students will learn to backup and restore jobs using the Case CATalyst™ software. Students will practice writing at speeds from 100-120 wpm of Q&A testimony. In addition to two voice-dictation Q&A, multi-voice dictation is introduced. Proficient read back from notes are required. To successfully complete this course, 95 percent accuracy for five minutes of dictation of two tests of Q&A at 100 wpm is required to successfully complete this course. My Realtime Coach™ will be utilized for homework assignments.

Lecture: 3 hours

CRPT 1130 - Court Reporting and Computer Aided Technologies III
(3 Credits)
This course continues to build on what was taught in the Court Reporting & Computer Aided Technologies I and II classes. Number conversions will be introduced within the Case CATalyst™ software. Students will be writing on the stenographic machine at a higher level with dictation speeds ranging from 100-140 wpm. Q&A advanced terminology dictation and doctor's testimony are also introduced. To successfully complete this course, 95 percent accuracy from five minutes of dictation of two tests of Q&A at 140 wpm is required to complete this course.

Lecture: 3 hours

CRPT 1140 - Court Reporting and Computer Aided Technologies IV
(3 Credits)
In this course, students continue to focus on increasing their writing speed. Dictation is given at speeds of 140-180 wpm. In addition to Q&A dictation, Jury Charge and Literary dictation are introduced in this course. Students will learn how to modify layouts and manage jobs within the Case CATalyst™ software. To successfully complete this course, 95 percent accuracy from five minutes of dictation of Literary 140 wpm, Jury Charge at 160 wpm, and Q&A at 180 wpm is required to successfully complete this course.

Lecture: 3 hours

CRPT 1150 - Court Reporting Procedures
(3 Credits)
This course will focus on freelance and official courtroom procedures. Instructions include the role of the court reporter in depositions and in the courtroom, marking and handling of exhibits, swearing in witnesses, and handling interruptions. Interaction with judges, attorneys, and courtroom staff will also be covered. Proper dress and professionalism will be emphasized.

Lecture: 3 hours

**CRPT 1160 - CART and Captioning for the Advanced Court Reporter
(3 Credits)**
In this course, students are given Literary, Jury Charge, and Q&A dictation at speeds of 180-225 wpm. To be successful in this course, 95 percent accuracy from five minutes of dictation of Literary at 180 wpm, Jury Charge at 200 wpm, and Q&A at 225 wpm is required to complete this course. Students will be taught the role of the court reporter in the varied areas where Computer Access Realtime Translation (CART) and captioning are used and will have an opportunity to practice alongside a certified court reporter.

Lecture: 3 hours