

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, how to properly set up and break down their machines, and how to depress and memorize the keys on the stenographic machine. Students will learn to write letters and combine letters to form new letters, words, and phrases heard daily (brief forms) and how to write numbers and punctuation on the steno machine. My Realtime Coach is utilized for coursework and homework assignments and proficient "read back" and transcribing steno notes into English is required.

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 read, name, translate, and edit their steno notes utilizing the Case CATalyst™ software and use My Realtime Coach™ for in-class and homework assignments and tests. Students will continue to build and maintain their personal dictionary, improve their speed and writing up to 60 wpm on the stenograph machine, and be required to pass two separate tests of Question & Answer (Q & A) Testimony at 60 wpm, with 90% accuracy. Students will continue to learn to write commonly known phrases (Brief Forms) and demonstrate proficient readback from their notes.

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 be writing on the stenograph machine at speeds from 60-100 wpm. To successfully complete this course, students are required to pass one 5-minute test of Literary at 60 wpm, one 5-minute test of Jury Charge at 80 wpm, and one 5-minute test of Q & A Testimony at 100 wpm, with 90 % accuracy. Proficient read back from notes is required. In the fast-paced and precise world of court reporting, a profound understanding of legal terminology is paramount. This course provides insight into the language of the law to enhance accuracy, speed, and overall proficiency. My Realtime Coach™ will be utilized for in-class and homework assignments.

Lecture: 3 hours

Prerequisite(s): CRPT 1110

CRPT 1130 - Court Reporting and Computer Aided Technologies III (3 Credits)

This course continues to build on the skills students gained in Court Reporting and Computer Aided Technologies I and II. Students will be writing on the stenographic machine at higher levels of speed ranging from 100-140 wpm. To successfully complete this course, students are required to pass one 5-minute test of Literary at 100 wpm, one 5-minute test of Jury Charge at 120 wpm, and one 5-minute test of Q & A testimony at 140 wpm, with 90 percent accuracy. Proficient readback from their steno notes is required. As a court reporter, your role extends beyond legal proceedings, often requiring a deep understanding of medical terminology. Students are equipped with the knowledge necessary to accurately transcribe medical testimony, ensuring transcripts maintain the highest standards of accuracy and clarity. My Realtime Coach is utilized for in-class and homework assignments.

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. Students will write on the stenograph machine at speeds ranging from 140-180 wpm and use My Realtime Coach™ for in-class and homework assignments. Students are required to pass one 5-minute test of Literary at 140 wpm, one 5-minute test of Jury charge at 160 wpm, and one 5-minute test of Question and Answer (Q & A) Testimony at 180 wpm, with 90 percent accuracy. Proficient readback from their steno notes is required.

Lecture: 3 hours

Prerequisite(s): CRPT 1130

**CRPT 1160 - CART and Captioning for the Advanced Court Reporter
(3 Credits)**

In this final course, students get an in-depth look into the different paths available to them in the court reporting field. Students will shadow a professional court reporter and learn the different procedures of a court reporter in both the judicial and freelance fields. Students are required to pass one 5-minute test of Literary at 180 wpm, one 5-minute test of Jury Charge at 200 wpm, and one 5-minute test of Q & A testimony at 225 wpm, with 90% accuracy. Students will acquire advanced knowledge of the command keys within the Case CATalyst and use My Realtime Coach™ for in-class and homework assignments. Proficient readback from their steno notes is required.

Lecture: 3 hours

Prerequisite(s): CRPT 1140