

IMPACT AFRICA EDUCATION FOUNDATION

IMPACT AFRICA TECHNICAL UNIVERSITY U.S.A

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INFORMATION DEPARTMENT COURT REPORTING

Court Reporters provide an essential service to the legal community by capturing a verbatim transcript of legal proceedings. Students will become familiar with English for Court Reporting, Medical and Legal terminology, Court Reporting procedures, and Computer-Aided Transcription for the production of high quality transcripts. Successful completers are prepared to work as Court Reporters or to pursue careers in CART (Communication Access Real-time Translation) and captioning.

Course Outline

C101 CAT 1: BASICS OF COMPUTER-AIDED TRANSCRIPTION

Students will develop hardware and software knowledge needed to produce a product for the appropriate level. This includes basic editing skills, learn computer terminology and use computerized steno machines in conjunction with CAT hardware and software. Dictionary building skills include introductory work with StenEd's Real-time CAT dictionary. Students learn to produce a ten-page, first pass transcript with a goal of 95% translation rate. Prerequisite(s): S102 or equivalent.

C102 CAT 2: ADVANCED TRANSCRIPT PRODUCTION AND DICTIONARY BUILDING SKILLS

Students will continue development of advanced editing skills and complete two deposition and official transcripts from beginning to end using computerized steno machines in conjunction with CAT software. Students will produce correctly formatted salable transcripts on a computer-assisted transcription system using essential include files. Students will be able to produce a ten-page, first pass transcript with a goal of 95% translation rate. Dictionary building includes input of words into the personal and job dictionary files. Prerequisite(s): C101 or equivalent.

C103 CAT 3: COMPUTER-ASSISTED TRANSCRIPTION TECHNOLOGY

Using translation and editing skills and dictionary entries developed in C101, C102, and English courses, the student will prepare a salable transcript of an actual or simulated court or deposition proceeding of at least 10 pages which includes title page, index, direct and cross-examination, jury charge/opening and/or closing statements, certification page, and witness signature page, when appropriate. In addition, the student will take a simulated Certified Real-time Reporter (CRR) test at a speed of 180-200 wpm literary for 5 minutes. Prerequisite (s): C102, P101 and P102 or equivalents.

CS101 SEMINAR FOR SUCCESS

This course is an orientation to The Court Reporting Program, rules of the program, the field of court reporting and professional requirements. It introduces the student to practical strategies for successfully completing the program and planning future goals and provides the student with "hands on" experience with several tools that will be of assistance during later studies. Activities will include group exercises, field trips, outside speakers and discussions. Prerequisite(s): None

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E101 APPLIED LANGUAGE STUDY

This focuses on the sentence level of English. Students will learn phonic analysis, sentence structure including phrases, clauses, grammar, punctuation, vocabulary, and spelling skills needed for communication as it applies to the court reporting profession. Prerequisite(s): None

E102 ENGLISH FOR COURT REPORTERS

Focusing on the required style manual used by court reporters, students will refine their grammar and punctuation, vocabulary, and communication style as they relate to verbatim dictation, producing a finished transcript, and writing business correspondence. Prerequisite (s): E101 or equivalent.

E103 VOCABULARY DEVELOPMENT

Concentrating on current events, this course will further develop the vocabulary and language skills of the stenotype student. This course supplements a basic language foundation, incorporating practice in conflict-free machine-shorthand theory principles along with vocabulary and language practice. Current event topics are discussed and practiced on the stenotype machine. Local, national, and world geography is emphasized. Prerequisite(s): S102 and E102 or equivalent

E104 TRANSCRIPT EDITING

This course puts emphasis on the development of a salable transcript and punctuating verbatim English, proofreading skills and the refinement of spelling and punctuation skills on computer-assisted transcription systems using hard copies of actual deposition and trial testimony material. Prerequisite(s): E103 or equivalent.

E203 COMMUNICATIONS

This advanced course develops both written and oral communication skills through writing, speaking, and advanced vocabulary training. An introduction to public speaking and written composition prepare the student for in-class oral presentations and an end-of-term research project/paper. Sample composition or oral presentation topics include local and world geography, deaf culture, meteorology, TV production, and sports. Current events and real-time vocabulary lessons provide the primary material for the dictation component. Special attention will be paid to pre-air dictionary preparation of current news stories. Oral class presentations, short papers, and one research/report paper are required. Prerequisite(s): E103 or equivalent.

E204 LINGUISTICS FOR COURT

This course is an in-depth exploration of both the sounds and the grammatical structure of English. The speech sound or phonology component introduces the production of speech sounds, their physical characteristics, and how native and non-native speakers perceive speech sounds. Special emphasis is placed on the IPA, International Phonetic Alphabet, and transcription of common English dialects. The course's grammar component introduces the modern descriptive approach to English sentence structure through generative grammar with particular emphasis on common verbatim construction and their appropriate punctuation. Prerequisite(s): E101, E102, S102, S102.5

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IC101 INTRODUCTION TO COMPUTERS

This course is designed to introduce the student to the personal computer, word processing software including transcript templates, and operating systems used in the workplace and to provide the opportunity to develop introductory skills in working with Windows-based software packages. Prerequisite(s): None

INT COURT REPORTING INTERNSHIP

This course provides hands-on experience in school-approved court systems, freelance agencies, and real-time settings. Course requirements include a minimum of 90 verified hours of actual writing time, preferably in a real-time environment producing a minimum of 40 pages of transcription during on-the-job internship. Prerequisite(s): All courses in The Court Reporting Program except P102 and C103

K101 KEYBOARDING 1

Students will acquire basic keyboarding skills and will demonstrate skills at a minimum of 35 words per minute with 5 or fewer errors on two 5-minute timed writings. Emphasis is placed on accuracy and speed in keying paragraph material of average difficulty. They will also demonstrate the ability to key from copy, to make basic editorial corrections, and to arrange and execute correctly formatted material including business letters. Prerequisite(s): None

K102 KEYBOARDING 2

Students will demonstrate keyboarding skills at a minimum of 45 words per minute with 5 or fewer errors on two 5-minute timed writings. Emphasis is placed on accuracy and speed in keying paragraph material of average difficulty. Students will also demonstrate the ability to key from copy, make basic editorial corrections, and arrange and correctly format documents, including business letters. Students will have practice in keying from stenotype notes. Prerequisite(s): K101 or equivalent

L101 LEGAL TERMINOLOGY AND COURT PROCEDURES

This law course focuses on legal language and covers civil and criminal law, the judicial system, legislative processes, administrative agencies, and general legal terminology. The focus will be on those practices and procedures usually encountered by a court reporter. Prerequisite(s): None

M101 MEDICAL TERMINOLOGY

This course is a study of the meaning and pronunciation of the language of medicine, including prefixes, suffixes, and definitions of medical disorders and surgical procedures using the Dean Vaughn 350 System video/workbook program. Students practice terms on the stenotype machine utilizing conflict-free StenEd forms. Prerequisite(s): Steno 2/2A or equivalent

M102 HUMAN ANATOMY AND PHYSIOLOGY 1

This course is a study of disease processes, health assessment, therapeutic and surgical procedures, and the structure of the human body, cells, tissues, body membranes, blood, immunology and the integumentary, skeletal, muscular, and nervous systems.

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Students will demonstrate knowledge of this material through academic content testing. Steno students will also learn to write all medical terms using the stenotype machine with computer-compatible, conflict-free machine shorthand forms. Prerequisite(s): M101 or equivalent

M103 HUMAN ANATOMY AND PHYSIOLOGY 2

This course is a study of the five senses; the faculty of speech; psychiatry; and the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems. With emphasis on accuracy, students will demonstrate knowledge of this material through written academic content tests. Steno students will also learn the computer-compatible, conflict-free machine shorthand forms for all medical terms learned in the content of this course. Prerequisite(s): M102 or equivalent

P101 COURT REPORTING PROCEDURES

This course is preparation for internship including all responsibilities of the court reporter, professional ethics as outlined in the NCRA Code of Professional Ethics, protocol as a deposition, stipulations, marking exhibits, parenthetical expressions, transcript preparation and format, proofreading, researching, use of library and reference materials used in transcript production, indexing and storing notes, arbitrations, meetings, hearings, editing, professional associations, becoming a notary, and practice for the written knowledge portion of the Registered Professional Reporters (RPR) examination. Prerequisite(s): S105 and E104 or equivalents

P102 RPR PREP

This course centers on Registered Professional Reporter (RPR) and Certified Court Reporter (CCR) speed tests and multi-voice practice. Students will practice using actual RPR test tapes and multi-voice videotapes. The purpose of this course is to help students build endurance in prolonged writing and transcription skills. Two-voice testimony tests of 240 wpm will be given in this course with special certificates awarded to any student who passes at 95% or better. Students will prepare for the Written Knowledge Test. Prerequisite(s): P101 and S106 or equivalents

P201 CART/CAPTIONING PROCEDURES AND LAB

Relying on National Court Reporting Association publications and hands-on experience using professional, specialty-specific software, this course surveys both procedural and practical CART/Captioning topics. Topics include the CART/Captioning provider's role, CART/Captioning preparation, dictionary building and management, discrete speaker labeling conventions, environmental descriptors, conference reporting, special punctuation, lecture preparation, and CART/Captioning software and equipment. In the lab, students will complete Internet research and then either caption, real-time, or post-produce individual projects. Subjects include taped college lectures, broadcast news, weather, sports, and home shopping. Prerequisite(s): S105, E103, C101, PS202 or equivalent

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PS202 DEAF PEOPLE AND THEIR CULTURE

This advanced course emphasizes major physiological and psychological processes of the deaf culture. Students learn about deafness, common emotional and social behavior patterns, emotional and social maturity issues, handicap adjustments, family status, socialization in groups, and economic status of deaf persons. Topics covered include types of hearing loss, treatment of the deaf, past-to-present social and educational aspects, civil rights of the deaf, telecommunications devices, oral and manual communication modes for the deaf, and audiometer use and audiogram interpretation. Prerequisite(s): E103

S101 STENO 1

This course introduces students to the basic stenotype theory, phonetic alphabet and develops skills in phrases, vocabulary, and abbreviations; reading back and transcribing of shorthand notes; and speed development to 40 wpm. Emphasis is on real-time, computer compatible, conflict-free shorthand technique. Students must demonstrate competency by passing 5 minutes of dictation at 40 wpm with 95% accuracy in transcription. Prerequisite(s): None

S101-A STENO 1-A (evening)

This course introduces students to basic stenotype theory, phonetic alphabet and develops skill in phrases, vocabulary, and abbreviations; reading back and transcribing of shorthand notes and speed development to 20 wpm. Emphasis on computer-compatible, conflict-free real-time writing shorthand technique. Students must demonstrate competency by passing 5 minutes of dictation at 20 wpm with 95% accuracy in transcription. Prerequisite(s): None

S101-B STENO 1-B (evening)

This is a continuation of basic stenotype theory and phonetic alphabet skills with speed development to 40 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 40 wpm with 95% accuracy in transcription. Prerequisite(s): S101-A or equivalent

S102 STENO 2

This course is a continuation of basic stenotype real-time theory and use of phonetic alphabet with speed development to 80 words per minute. Students must demonstrate competency by passing 5 minutes of dictation of 80 wpm in literary with 95% accuracy in transcription and 5 minutes of dictation in comprehensive real-time theory at 60 wpm with 95% accuracy in transcription. Prerequisite(s): S101/S101-B or equivalent

S102-A STENO 2-A (evening)

This course is a continuation of basic stenotype theory with speed development to 60 wpm. Students must demonstrate competency by passing 5 minutes of dictation at 60 wpm with 95% accuracy in handwritten transcription. Prerequisite(s): S101/S101-B or equivalent

S102-B STENO 2-B (evening)

This course is the continuation and completion of basic stenotype real-time theory with speed development to 80 wpm. Emphasis is on computer-compatible, conflict-free real-time shorthand technique. Prerequisite(s): S102-A or equivalent

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S102.5 STENO 2.5

This course is the review and completion of the basic stenotype real-time theory with speed development to 100 wpm. Prerequisite(s): S102/S102-B or equivalent

S102.5-A STENO 2.5-A (evening)

This course is the review of basic stenotype real-time theory with speed development to 100 wpm. Prerequisite(s): S101/S101-B or equivalent

S102.5-B STENO 2.5-B (evening)

This course continues the review and completion of the basic stenotype real-time theory with speed development to 100 wpm. Prerequisite(s): S102.5-A or equivalent

S103 STENO 3

This course develops machine shorthand skills to 120 words per minute. Students must demonstrate competency in jury charge, two-voice and literary material. Prerequisite(s): S102.5/S102.5-B or equivalent

S103-A STENO 3-A (evening)

This course develops machine shorthand skills to 100 words per minute. Students must demonstrate competency literary material. Prerequisite(s): S102/S102-B or equivalent

S103-B STENO 3-B (evening)

This course develops machine shorthand skills to 120 words per minute. Students must demonstrate competency in jury charge, and two-voice testimony material. Prerequisite(s): S103-A or equivalent

S104 STENO 4 LEVEL

JC140- This course develops machine shorthand speed up to 140 WPM in jury charge material. Prerequisite(s): S103/S103-B or equivalent

LIT120- This course develops machine shorthand speed up to 120 WPM in literary material. Prerequisite(s): S103/S103-B or equivalent

QA140- This course develops machine shorthand speed up to 140 WPM in two-voice testimony material. Prerequisite(s): S103/S103-B or equivalent

QA160- This course develops machine shorthand speed up to 160 WPM in two-voice testimony material. Prerequisite(s): S103/S103-B or equivalent

MV140- This class introduces students to the fundamentals of machine shorthand and transcription with more than two speakers. Prerequisite(s): S103/S103-B or equivalent

S105 STENO 5 LEVEL

JC160- This course develops machine shorthand speed up to 160 WPM in jury charge material. Prerequisite(s): JC140

JC180- This course develops machine shorthand speed up to 180 WPM in jury charge material. Prerequisite(s): JC160

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LIT140- This course develops machine shorthand speed up to 140 WPM in literary material. Prerequisite(s): LIT120

QA180- This course develops machine shorthand speed up to 180 WPM in two-voice testimony material. Prerequisite(s): QA160

MV160- This class exposes students to the fundamentals of machine shorthand and transcription with more than two speakers. Students develop machine shorthand speed up to 160 WPM. Prerequisite(s): MV140

MD140- This class introduces students to the fundamentals of machine shorthand and transcription of two-voice medical testimony up to 140 WPM. Prerequisite(s): QA160

S106 STENO 6

JC200- This course develops machine shorthand speed up to 200 WPM in jury charge material. Prerequisite(s): JC180

LIT160- This course develops machine shorthand speed up to 160 WPM in literary material. Prerequisite(s): LIT140

QA200- This course develops machine shorthand speed up to 200 WPM in two-voice testimony material. Prerequisite(s): QA180

MV180- This class exposes students to the fundamentals of machine shorthand and transcription with more than two speakers. Students develop machine shorthand speed up to 180 WPM. Prerequisite(s): MV160

MD160- This class introduces students to the fundamentals of machine shorthand and transcription of two-voice medical testimony up to 160 WPM. Prerequisite(s): QA180, MD140

S107 STENO 7

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency in transcribing literary, two-voice and medical testimony. Prerequisite(s): LIT160/QA200/MD160

S107A STENO 7-A (evening)

This course develops machine shorthand speed to 180 words per minute. Students must demonstrate competency in transcribing literary and medical testimony. Prerequisite(s): LIT160/ MD160

S107B STENO 7-B (evening)

This course develops machine shorthand speed to 225 words per minute. Students must demonstrate competency in transcribing two-voice testimony. Prerequisite(s): S107A/ QA200