

COURT REPORTING AND CAPTIONING A25140

The Court Reporting and Captioning curriculum is designed to provide specialized training in accepted court reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime machine shorthand theory, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, court procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, stenointerpreter, conference reporter, stenographer, or transcriptionist.

Court Reporting and Captioning Associate in Applied Science Degree A25140 (Revised 2006*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research and Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
<i>Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.</i>				
C. Humanities/Fine Arts: 3 Hours				
<i>Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.</i>				
D. Math/Natural Sciences: 3 Hours				
BIO161 Intro to Human Biology	3	0	0	3
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
 II. Major Courses: 55 Hours				
A. Core: 43 Hours				
CRT 111 Machine Shorthand I	3	2	0	4
CRT 112 Machine Shorthand II	3	2	0	4
CRT 121 Machine Short Speed Dev I	0	2	0	1
CRT 122 Machine Short Speed Dev II	0	2	0	1
CRT 211 Machine Shorthand III	3	2	0	4
CRT 212 Machine Shorthand IV	3	2	0	4
CRT 213 Machine Shorthand V	3	2	0	4
CRT 215 Med Dictation & Transcrip	3	2	0	4
CRT 221 Mach Short Speed Dev III	0	2	0	1
CRT 222 Mach Short Speed Dev IV	0	2	0	1
CRT 223 Mach Short Speed Dev V	0	2	0	1
CRT 231 Court Reporting Procedures	3	0	0	3
OST 136 Word Processing	1	2	0	2
OST 155 Legal Terminology	3	0	0	3
OST 164 Text Editing Applications	3	0	0	3
MED 121 Medical Terminology I	3	0	0	3

Court Reporting and Captioning A25140 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 12 hours				
1. Required Courses				
CIS 110 Introduction to Computers	2	2	0	3
COE 111 Co-op Work Experience I - Court Reporting and Captioning	0	0	10	1
2. 8 hours selected from the following:				
BUS 115 Business Law I	3	0	0	3
BUS 116 Business Law II	3	0	0	3
CRT 214 Machine Shorthand VI	3	2	0	4
CRT 224 Mach Short Speed Dev VI	0	2	0	1
CRT 235 Mach Shthd/Captioning Env	2	2	0	3
CRT 236 Intro to CART Technology	1	2	0	2
MED122 Medical Terminology II	3	0	0	3
OST 240 Intro to Scoping Tech	3	2	0	4
 III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
Total Credits				71

Prior to graduating from Lenoir Community College with an A.A.S. degree in Court Reporting and Captioning, students must:

1. pass three 5-minute dictation tests and transcribe those tests with 95 percent accuracy at each of the following speeds: 225 words a minute testimony (two-voice), 200 words a minute jury charge, and 180 words a minute literary.
2. complete a minimum of 160 verified hours of internship.



Court Reporting and Captioning

Court Reporting Scoping Diploma D25140D1

(Revised 2006*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Expository Writing	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
BIO161 Intro to Human Biology	3	0	0	3
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
 II. Major Courses: 38Hours				
A. Core: 21 Hours				
CRT 111 Machine Shorthand I	3	2	0	4
CRT 112 Machine Shorthand II	3	2	0	4
CRT 121 Machine Short Speed Dev I	0	2	0	1
CRT 122 Machine Short Speed Dev II	0	2	0	1
OST 136 Word Processing	1	2	0	2
OST 155 Legal Terminology	3	0	0	3
OST 164 Text Editing Applications	3	0	0	3
MED121 Medical Terminology I	3	0	0	3
B. Other Major Courses: 17 hours				
BUS 115 Business Law I	3	0	0	3
BUS 116 Business Law II	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
COE 111 Co-op Work Experience I - Court Reporting Scoping	0	0	10	1
MED122 Medical Terminology II	3	0	0	3
OST 240 Intro to Scoping Tech	3	2	0	4
 III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
Total Credits				45

Prior to graduating from Lenoir Community College with a diploma in Court Reporting Scoping, students must:

1. complete a minimum of 160 verified hours of internship.

Court Reporting and Captioning

Judicial Reporting Diploma D25140D2

(Revised 2005*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Expository Writing	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
BIO161 Intro to Human Biology	3	0	0	3
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
 II. Major Courses: 34 Hours				
A. Core: 28 Hours				
CRT 111 Machine Shorthand I	3	2	0	4
CRT 112 Machine Shorthand II	3	2	0	4
CRT 121 Machine Short Speed Dev I	0	2	0	1
CRT 122 Machine Short Speed Dev II	0	2	0	1
CRT 211 Machine Shorthand III	3	2	0	4
CRT 212 Machine Shorthand IV	3	2	0	4
CRT 213 Machine Shorthand V	3	2	0	4
CRT 221 Mach Short Speed Dev III	0	2	0	1
CRT 222 Mach Short Speed Dev IV	0	2	0	1
CRT 223 Mach Short Speed Dev V	0	2	0	1
CRT 231 Court Reporting Procedures	3	0	0	3
B. Other Major Courses: 6 hours				
1. Required Courses				
COE 111 Co-op Work Experience I - Judicial Reporting	0	0	10	1
2. 5 hours selected from the following:				
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
MED 121 Medical Terminology I	3	0	0	3
OST 155 Legal Terminology	3	0	0	3
OST 164 Text Editing Applications	3	0	0	3
 III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
Total Credits				41

Prior to graduating from Lenoir Community College with a diploma in Judicial Reporting, students must:

1. pass three 5-minute dictation tests and transcribe those tests with 95 percent accuracy at each of the following speeds: 225 words a minute testimony (two-voice), 200 words a minute jury charge, and 180 words a minute literary.
2. complete a minimum of 160 verified hours of internship.

Court Reporting and Captioning

CART Reporting and Webcasting Diploma D25140D3

(Revised 2006*01) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Expository Writing	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
<i>Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.</i>				
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
 II. Major Courses: 37 Hours				
A. Core: 28 Hours				
CRT 111 Machine Shorthand I	3	2	0	4
CRT 112 Machine Shorthand II	3	2	0	4
CRT 121 Machine Short Speed Dev I	0	2	0	1
CRT 122 Machine Short Speed Dev II	0	2	0	1
CRT 211 Machine Shorthand III	3	2	0	4
CRT 212 Machine Shorthand IV	3	2	0	4
CRT 213 Machine Shorthand V	3	2	0	4
CRT 221 Mach Short Speed Dev III	0	2	0	1
CRT 222 Mach Short Speed Dev IV	0	2	0	1
CRT 223 Mach Short Speed Dev V	0	2	0	1
OST 164 Text Editing Applications	3	0	0	3
B. Other Major Courses: 9 hours				
1. Required Courses				
CIS 110 Introduction to Computers	2	2	0	3
COE 111 Co-op Work Experience I - CART Reporting and Webcasting	0	0	10	1
CRT 236 Intro to CART Technology	1	2	0	2
2. 3 hours selected from the following:				
BUS 115 Business Law I	3	0	0	3
CRT 231 Court Reporting Procedures	3	0	0	3
CRT 235 Mach Shthd/Captioning Env	2	2	0	3
MED 121 Medical Terminology I	3	0	0	3
OST 155 Legal Terminology	3	0	0	3
 III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
Total Credits				44

Prior to graduating from Lenoir Community College with a diploma in CART Reporting and Webcasting, students must:

1. pass one five-minute 180 wpm literary take with 1.4 syllabic density at 96 percent accuracy.
2. complete a minimum of 160 verified hours of internship.

Court Reporting and Captioning

Broadcast Captioning Diploma D25140D4

(Revised 2005*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Expository Writing	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
<i>Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.</i>				
AND				
<i>Students are required to demonstrate competency in MAT 070 prior to receiving a degree.</i>				
 II. Major Courses: 40 Hours				
A. Core: 31 Hours				
CRT 111 Machine Shorthand I	3	2	0	4
CRT 112 Machine Shorthand II	3	2	0	4
CRT 121 Machine Short Speed Dev I	0	2	0	1
CRT 122 Machine Short Speed Dev II	0	2	0	1
CRT 211 Machine Shorthand III	3	2	0	4
CRT 212 Machine Shorthand IV	3	2	0	4
CRT 213 Machine Shorthand V	3	2	0	4
CRT 221 Mach Short Speed Dev III	0	2	0	1
CRT 222 Mach Short Speed Dev IV	0	2	0	1
CRT 223 Mach Short Speed Dev V	0	2	0	1
CRT 231 Court Reporting Procedures	3	0	0	3
OST 164 Text Editing Applications	3	0	0	3
B. Other Major Courses: 9 hours				
1. Required Courses				
COE 111 Co-op Work Experience I - Broadcast Captioning	0	0	10	1
CRT 235 Mach Shthd/Captioning Env	2	2	0	3
2. 5 hours selected from the following:				
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
MED 121 Medical Terminology I	3	0	0	3
 III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or				
ACA 115 Success and Study Skills	0	2	0	1
Total Credits				47

Prior to graduating from Lenoir Community College with a diploma in Broadcast Captioning students must:

1. pass one five-minute 180 wpm literary take with 1.4 syllabic density at 96 percent accuracy.
2. complete a minimum of 160 verified hours of internship.