CTRP - 1113 Med & Legal Term for Court Rep, 3.00 Credits  
Level: Lower  
This course will teach the student the basics of legal and medical terminology as required by the National Court Reporters Association's General Requirements and Minimum Standards (GRMS). Students will be able to use the terminology learned to build and enhance their personal dictionary and work with the shorthand writing machine to produce an instantaneous realtime translation of the terminology learned. The goal of the course is to give the student knowledge of anatomy and medical terminologies, including root words, prefixes, suffixes, body systems and functions, psychological and physical diseases, drugs, and methods of researching medical information, as well as knowledge of civil law, criminal law, the judicial system (e.g. discovery, trial, and appellate processes), and legal terms.

CTRP - 1162 Realtime Writing Theory Ia, 2.00 Credits  
Level: Lower  
Applied Learning-Practicum  
Realtime Writing Theory I teaches students how to write the spoken word with punctuation by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. It includes the use of online computer-aided technology and teacher interaction; live practice dictation for speed and accuracy; readback and analysis of shorthand notes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements. Successful completion of the course requires a grade of "C" or better. This course includes online computer-aided technology for realtime translation.

CTRP - 1172 Realtime Writing Theory Ib, 2.00 Credits  
Level: Lower  
Applied Learning-Practicum  
Realtime Writing Theory I teaches students how to write the spoken word with punctuation by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. It includes the use of online computer-aided technology and teacher interaction; live practice dictation for speed and accuracy; readback and analysis of shorthand notes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements.

CTRP - 1174 Realtime Writing Theory I, 4.00 Credits  
Level: Lower  
Applied Learning-Practicum  
Realtime Writing Theory I teaches students how to write the spoken word with punctuation by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. It includes the use of online computer-aided technology and teacher interaction; live practice dictation for speed and accuracy; readback and analysis of shorthand notes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements.

CTRP - 1182 Realtime Writing Theory Ila, 2.00 Credits  
Prerequisite(s): CTRP 1162 with C or better or CTRP 1172 with C or better  
Level: Lower  
Applied Learning-Practicum  
In a continuation of Realtime Writing Theory I, Realtime Writing Theory Ila teaches students how to write the spoken word with punctuation by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. It includes the use of online computer-aided technology and teacher interaction; live practice dictation for speed and accuracy; readback and analysis of shorthand notes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.

CTRP - 1192 Realtime Writing Theory Iib, 2.00 Credits  
Prerequisite(s): CTRP 1162 with C or better or CTRP 1172 with C or better  
Level: Lower  
Applied Learning-Practicum  
In a continuation of Realtime Writing Theory I, Realtime Writing Theory Iib teaches students how to write the spoken word with punctuation by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. It includes the use of online computer-aided technology and teacher interaction; live practice dictation for speed and accuracy; readback and analysis of shorthand notes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.

CTRP - 1543 Grammar for Court Reporters, 3.00 Credits  
Level: Lower  
In this course students will develop a high-level ability in spelling, vocabulary, sentence structure, word choice, capitalization and punctuation with direct application to business writing and speaking. This course encourages application of this knowledge through editing activities. Attention is given to diagnosing fragments, run-ons, comma splices and parallelism errors. Emphasis is placed upon mastery of grammatical structure needed for effective writing of sentences, paragraphs, and essays. When this course serves as the prerequisite for another course, the student must receive a grade of "C" or better. This course includes online computer-aided technology for realtime translation.

CTRP - 2262 Realtime Writing Theory Illa, 2.00 Credits  
Prerequisite(s): CTRP 1182 with C or better or CTRP 1192 with C or better or CTRP 1174 with C or better  
Level: Lower  
Applied Learning-Practicum  
This course is a continuation of basic realtime writing theory. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. Students are required to transcribe steno notes and speed takes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.

CTRP - 2272 Realtime Writing Theory Illb, 2.00 Credits  
Prerequisite(s): CTRP 1182 with C or better or CTRP 1192 with C or better or CTRP 1174 with C or better  
Level: Lower  
Applied Learning-Practicum  
This course is a continuation of basic realtime writing theory. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. Students are required to transcribe steno notes and speed takes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA requirements. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.
This course is a continuation of basic realtime writing theory. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. Each class requires a minimum of three hours of practice time per day. The course is designed for both on campus and internet training. On campus students will meet at a designated time and place. Internet students can access the class at any time during the day, but are required to spend the same amount of time in class and out of class as an on campus student. All students are expected to spend a minimum of three hours a day on homework, which includes practicing accuracy and speed. Students are required to transcribe steno notes and speed takes under institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student’s computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of “C” or better. The course includes online computer-aided technology for realtime translation.

CTRP - 2282 Realtime Writing Theory IVa, 2.00 Credits
Prerequisite(s): CTRP 2262 with C or better or CTRP 2272 with C or better
Level: Lower
Applied Learning Practicum
This course is a continuation of basic realtime writing theory. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. Students are required to transcribe steno notes and speed takes. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student’s computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of “C” or better. The course includes online computer-aided technology for realtime translation.

CTRP - 2292 Realtime Writing Theory IVb, 2.00 Credits
Prerequisite(s): CTRP 2262 with C or better or CTRP 2272 with C or better
Level: Lower
Applied Learning Practicum
This course is a continuation of basic realtime writing theory. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory and provide instantaneous translation. Students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student’s computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of “C” or better. The course includes online computer-aided technology for realtime translation.

CTRP - 2603 Personal Dictionary Prod & Maint, 3.00 Credits
Prerequisite(s): CTRP 2262 with C or better or CTRP 2274 with C or better or CTRP 2292 with C or better
Level: Lower
Applied Learning Practicum
This course will be an extension of the material learned in Computer Aided Transcription course and is a direct application of the realtime techniques learned in Realtime Writing Theory I and II course and Realtime Writing Theory III and IV courses. The topics to be covered will include personal dictionaries and the following: D-Defines, J-Defines, R-Defines, E-Defines, job dictionaries, power defines, phonetic tables, how to insert, modify, and delete entries; filtering dictionary, printing dictionary, backing up and restoring dictionaries, and dictionary maintenance. Students will build and maintain their personal dictionary by adding new entries throughout the course.

CTRP - 3111 Transcript Production, 1.00 Credit
Prerequisite(s): CTRP 2274 with D or better
Level: Lower
Students will learn how to properly format and prepare judicial transcripts, including cover page, appearance page, examination and exhibit indexes, question-and-answer, colloquy, parentheticals, jurats, and certification pages, as well as how to prepare ASCII disks and mini-transcripts.

CTRP - 3163 Speedbldg I for Report & Capt, 3.00 Credits
Prerequisite(s): CTRP 2274 with C or better or CTRP 2292 with C or better or CTRP 2282 with C or better
Level: Lower
Applied Learning Practicum
The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. Students must be able to transcribe three 5-minute dictations of unfamiliar material in the following areas: 80 wpm on literary material, 100 wpm on jury charge material, and 120wpm on two-voice material. All speed takes must be transcribed with a minimum of 95 percent accuracy or higher. Testing material used for speed takes will be given at incremental speeds on unfamiliar material; the same material will not be used more than once every six months. Internet students must sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and tests shall be deleted immediately. Students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of “C” or better. The course includes online computer-aided technology for realtime translation.

CTRP - 3363 Tech for Reporting/Captioning, 3.00 Credits
Prerequisite(s): CTRP 2274 with C or better or CTRP 2282 with C or better or CTRP 2292 with C or better
Level: Lower
This course will complement the Computer Aided Transcription course (CTRP 3373) to the extent that information pertaining to the computers, hardware, software, maintenance, and upkeep will be enhanced. The material covered in this class for reporting students will relate to reporting technology, computer operating systems, realtime applications, realtime reporting in the captioning/ CART environment, litigation support, video recording, and information on related software packages used by judicial reporters. The material covered in this class for captioning students will relate to captioning technology, computer operating systems, on-line translations systems, basic setup and maintenance of broadcast captioner’s equipment, broadcast news production preparation, prescripting, verbatim vs. word substitutes, finger spelling, history of captioning, and information relating to the deaf and hard-of-hearing community.

CTRP - 3373 Computer Aided Transcription, 3.00 Credits
Level: Lower
This course will teach the student how the computer works with the shorthand writing machine to produce an instantaneous transcript using realtime translation. The course includes computer concepts and terminology and basic file management, saving, editing, and printing. This course will take the student from the basics of a computer application software program to a more advanced level of understanding and appreciation. The goal of the CAT course is to integrate computer concepts and English punctuation rules to produce an accurate and saleable work product. Students will review basic punctuation rules and apply them to transcript production.

CTRP - 4262 Speed Building IIa, 2.00 Credits
Prerequisite(s): CTRP 3163 with C or better
Level: Lower
Applied Learning Practicum
This course is a continuation of Speed Building I for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. Reporting students must be able to transcribe five minutes of unfamiliar dictation with at least 95 percent accuracy in each of the areas listed: literary at 100 wpm, jury charge at 120 wpm, and two-voice at 140 wpm. Dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events. Testing material used for speed takes will be given at incremental speeds on unfamiliar material; the same material will not be used more than once every six months. Students are required to transcribe steno notes and speed takes under institutional supervision or if online students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests. Internet students must sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of “C” or better. The course includes online computer-aided technology for realtime translation and readback and analysis of shorthand notes.
This course is a continuation of Speed Building II for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. Reporting students must be able to transcribe five minutes of unfamiliar dictation with at least 95 percent accuracy in each of the areas listed: literary at 130 wpm, jury charge at 150 wpm, and two-voice at 170 wpm. Dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events. Testing material used for speed takes will be given at incremental speeds on unfamiliar material; the same material will not be used more than once every six months. Students are required to transcribe steno notes and speed takes under institutional supervision or if online students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and tests shall be deleted immediately. Online students must sign a sworn statement verifying that the recording material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.

Prerequisite(s): CTRP 4262 with C or better or CTRP 4272 with C or better
Level: Lower
Applied Learning-Practicum

This course is a continuation of Speed Building II for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. Reporting students must be able to transcribe five minutes of unfamiliar dictation with at least 95 percent accuracy in each of the areas listed: literary at 130 wpm, jury charge at 150 wpm, and two-voice at 170 wpm. Dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events. Testing material used for speed takes will be given at incremental speeds on unfamiliar material; the same material will not be used more than once every six months. Students are required to transcribe steno notes and speed takes under institutional supervision or if online students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and tests shall be deleted immediately. Online students must sign a sworn statement verifying that the recording material has been deleted from their computers and no backup has been made. Students shall have access to the minimum grading criteria as set forth by the NCRA. Successful completion of the course requires a grade of "C" or better. The course includes online computer-aided technology for realtime translation.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CTRP 4364 Spd Bldg III for Reptr &amp; Capt, 4.00 Credits</td>
<td>This course is a continuation of Speed Building II for Reporters and Captioners. Students will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A and court at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>4.00</td>
</tr>
<tr>
<td>CTRP 4372 Speed Building IVb, 2.00 Credits</td>
<td>This course is a continuation of Speed Building IV for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>2.00</td>
</tr>
<tr>
<td>CTRP 4382 Speed Building Va, 2.00 Credits</td>
<td>This course is a continuation of Speed Building IV for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>2.00</td>
</tr>
<tr>
<td>CTRP 4383 Speed Building Va, 3.00 Credits</td>
<td>This course is a continuation of Speed Building IV for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>3.00</td>
</tr>
<tr>
<td>CTRP 4392 Speed Building Vb, 2.00 Credits</td>
<td>This course is a continuation of Speed Building IV for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>2.00</td>
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<tr>
<td>CTRP 4393 Speed Building Vb, 3.00 Credits</td>
<td>This course is a continuation of Speed Building IV for Reporters and Captioners. The student will continue to learn to write, read, and transcribe the spoken word by means of a conflict-free, realtime-ready shorthand theory. In this course dictation includes two-voice and multi-voice testimony (including medical and technical material), literary, and jury charge. Students are required to perform a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material. Students are required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>3.00</td>
</tr>
<tr>
<td>CTRP 4602 Int &amp; Prac for Reptr &amp; Capt, 2.00 Credits</td>
<td>Applied Learning Internship, Pass/Fail Students will arrange for an off-campus experience with a qualified courtroom, freelance, or realtime reporter, or captioner within a geographical proximity of their hometown. Students should try to arrange for a variety of experiences over the internship. Students may not gain financially from this internship experience or transcription material. NCRA requirements: reporting students must complete a line-by-line edit/analysis of steno notes. Testing material used for speed takes will be given at incremental speeds on unfamiliar material; the same material will not be used in more than one six month period. Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q &amp; A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.</td>
<td>2.00</td>
</tr>
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</table>

**NCRA requirements:** Successful completion of the course requires a grade of "C" or better. Students must pass three 5-minute dictations with 95% accuracy in each of the following areas: Q & A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.

Students are required to sign a sworn statement verifying that the material has been deleted from their computers and no backup has been made. Students must have access to an internet computer-aided technology for realtime transcription.

Students will be required to transcribe steno notes and speed takes under institutional supervision. NCRA requirements include the following: students are required to transcribe steno notes and speed takes under timed institutional supervision or, if internet students, sign a sworn verification form stating that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way.

Students are required to pass the three 5-minute dictations with 95% accuracy in each of the following areas: Q & A at 225 wpm, jury charge at 200 wpm, and literary at 180 wpm.

Students are required to sign a sworn statement verifying that the work was completed without the aid of anyone present and without cheating. Speed takes shall be monitored and timed in the same way. Students are required to transcribe at least once a week. All speed takes and test recordings shall be deleted from the student's computer immediately following tests.
CTRP - 4634 Proc for Reporters & Captioner, 4.00 Credits
Prerequisite(s): CTRP 3163 with C or better
Level: Lower
This course is an introduction of court and realtime reporting procedures and practices for court reporting including: professional responsibilities of federal and state court systems; civil and criminal trials; logistics of reporting; reporting techniques; and transcript production. The course includes a description and discussion of the role of the captioner and CART provider. Included in this course will be a simulation of a deposition where the student will act in the role as the reporter and administer the oath, mark exhibits, and perform other responsibilities germane to transcript production. Students will be required to apply professional ethics to various situations and identify and use appropriate library and reference material used in transcript preparation including software and internet search engines. Students will also be required to simulate and transcribe the National Court Reporter's Association (NCRA) Registered Professional Reporter (RPR) test as well as the Certified Realtime Reporter (CRR) test.

CTRP - 4635 Procedures for Reporters & Capt., 5.00 Credits
Prerequisite(s): CTRP 3163 with C or better
Level: Lower
The procedures course is an introduction of court and realtime reporting procedures and practices for the court reporting including: professional responsibilities of federal and state court systems; civil and criminal trials; logistics of reporting; reporting techniques; and transcription production. The course includes a description and discussion of the role of the captioner and CART captioner. Included in this course will be a simulation of a deposition where the student will act in the role as the reporter and administer the oath, mark exhibits, and perform other responsibilities germane to transcript production. Students will be required to apply professional ethics to various situations and identify and use appropriate library and reference material used in transcript preparation including software and internet search engines. Student will also be required to simulate and transcribe the National Court Reporter’s Association (NCRA) Registered Professional Reporter (RPR) test as well as the Certified Realtime Reporter (CRR) test. Students will prepare for the RPR written examination exam through simulations and review.

CTRP - 4900 Directed Study, 1.00 TO 6.00 Credits
Level: Lower
A student may contract for one to six credit hours of independent study through an arrangement with an instructor who agrees to direct such a study. The student will submit a plan acceptable to the instructor and to the department chairperson. The instructor and student will confer regularly regarding the process of the study.