ABOUT THE PROGRAM

You've read the scrolling captions for the hearing-impaired on your TV screen. The person providing instantaneous text of programs is trained in realtime transcription techniques and technology. These skills can also be used to provide CART (Communication Access Realtime Translation) for hearing-impaired students in educational as well as public settings. If you're an excellent listener, have strong language and communication skills, are committed to accuracy and able to work on deadline, a career in broadcast captioning may be a perfect fit for your talents.

PROGRAM OUTCOMES

- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.
- Demonstrate knowledge of proper captioning procedures and responsibilities for captioning and CART reporting.
- Demonstrate knowledge of the professional reporting organizations and methods of gaining certification as a Certified Broadcast Captioner.

ADMISSIONS STEPS

- Work with Admissions Specialist to:
  - Submit application and $30 fee.
  - Complete an assessment for placement (Accuplacer or ACT).
  - Submit official transcripts (high school and other colleges).
  - Complete Notification of Laptop/Steno Rental Equipment form.
- Meet with program advisor/counselor to discuss program details.

APPROXIMATE COSTS

- $132 per credit (resident)
- $198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

SPECIAL NOTE

Students are required to rent a stenograph machine and laptop computer through the rental program available at LTC. LTC's Broadcast Captioning program follows the National Court Reporters Association (NCRA) standards. Upon completion of this curriculum, the student will have dual degrees in Court Reporting and Broadcast Captioning.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

CONTACT

Vicki Stock, Admissions Specialist
920.693.1143 • vicki.stock@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10170106	Realtime Reporting 1	5
10170144	Realtime Reporting Orientation	1
10170160	Legal Terminology	1
10170184	English for Realtime Reporters	1
10170804	Realtime Reporting 1 Lab	1
10801195	Written Communication OR 10801136 English Composition 1	3
10809198	Introduction to Psychology	3
		15
Term 2		
10170105	Realtime Reporting 2	5
10170159	Realtime Reporting Technology	2
10170805	Realtime Reporting 2 Lab	1
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
10809122	Introduction to American Government OR 10809172 Introduction to Diversity Studies	3
10809196	Introduction to Sociology	3
		17
Term 3 (Summer)		
10170108	Realtime Reporting Speed Development	2
		2
Term 4		
10170109	Literary 1 - Advanced	2
10170128	Jury Charge 1 - Advaned	2
10170156	Testimony 1 - Advanced	3
10170809	Literary 1 Lab - Advanced	1
10170828	Jury Charge 1 Lab - Advanced	1
10170859	Testimony 1 Lab - Advanced	1
10804123	Math with Business Applications OR 10804107 College Mathematics OR 10806112 Principles of Sustainability	3
10809195	Economics	3
		16
Term 5		
10170111	Literary 2 - Advanced	2
10170129	Jury Charge 2 - Advanced	2
10170141	Court Reporting Procedures	2
10170145	Court Reporting Internship	1
10170157	Testimony 2 - Advanced	3
10170171	Medical Reporting & Terminology	2
10170811	Literary 2 Lab - Advanced	1
10170829	Jury Charge 2 Lab - Advanced	1
10170857	Testimony 2 Lab - Advanced	1
		15
Term 6 (Summer)		
10170101	Captioning/CART	4
10170143	Internship in Broadcast Captioning/CART	1
		5
		TOTAL 70

OPTIONAL CREDITS
10170161	Realtime Reporting Technology Advanced	2

BEGINNING COURSES REQUIRED PRIOR TO ADVANCED COURSES
10170121	Jury Charge 1 - Beginner	
10170122	Jury Charge 2 - Beginner	
10170113	Literary 1 - Beginner	
10170114	Literary 2 - Beginner	
10170153	Testimony 1 - Beginner	
10170154	Testimony 2 - Beginner	

Curriculum and Program Acceptance requirements are subject to change.
Program start dates vary; check with your advisor/counselor for details.

CAPTIONING/CART...prepares the learner to write dictation at 180 wpm, broadcast 10 minutes non-stop, write new punctuation and symbols, new flagged alphabet characters, environmental sounds, web/Internet addresses, common proper names, common female and male first names, governmental/political terms, terms applicable to food, the names of animals, finger-spell words, increase vocabulary, use terms applicable to criminology, and manage dictionaries. Concurrent registration in Captioning/CART I Lab at student's campus is required. PREREQUISITE: 10106129 or 10170129 Jury Charge 2-Adv, 10106111 or 10170111 Literary 2-Adv, 10106157 or 10170157 Testimony 2-Adv and CONDITION: 101701 Brdcast Captioning or 101061 Judicial Rptg or 321701 Brdcast Captioning or 321061 Judicial Rptg

COURT REPORTING INTERNSHIP...prepares the student to write machine shorthand verbatim for a minimum of 40 hours of actual writing time in the courtroom, classroom, and deposition environment under the supervision of a working reporter;prepare a 40-page transcript,and summarize the internship experience in a narrative report. PREREQ: 10106108or10170108 Realtime Rptg Speed Dev, 10106128or10170128 Jury Chrg 1-Adv, 10106109or10170109 Lit 1-Adv, 10106156or10170156 Test 1-Adv & COREQ: 10106129or10170129 Jury Chrg 2-Adv, 10106111or10170111 Lit 2-Adv & 10106157or10170157 Test 2-Adv

COURT REPORTING PROCEDURES...introduces the student to reporting procedures for which reporters are responsible in the courtroom, deposition, and real-time reporting environments, including preparing salable transcripts, researching legal citations, and developing professional development plans.

ECONOMICS...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems. growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

ENGLISH FOR REALTIME REPORTERS...enhances the student's ability to use proper English grammar, spelling, punctuation, capitalization, and vocabulary techniques in the transcription of the spoken word.

INTERNSHIP IN BROADCAST CAPTIONING/CART...prepares the learner to caption live broadcast, use television broadcast terminology, describe television broadcast operations, and provide CART services to a hearing-impaired person. Students must be writing at 180 words per minute literary prior to enrolling in this course. PREREQ: 10106108or10170108 Realtime Rptg Speed Dev, 10106128or10170128 Jury Chrg 1-Adv, 10106109or10170109 Lit 1-Adv, 10106156or10170156 Test 1-Adv & COREQ: 10106129or10170129 Jury Chrg 2-Adv, 10106111or10170111 Lit 2-Adv & 10106157or10170157 Test 2-Adv

INTRODUCTION TO PSYCHOLOGY...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

INTRODUCTION TO AMERICAN GOVERNMENT...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

INTRODUCTION TO SOCIOLOGY...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

JURY CHARGE 1 - ADVANCED...prepares the student to write jury charge material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Jury Charge 1 Lab - Advanced is required. PREREQUISITE:10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or CONDITION: Minimum of 130 WPM met

JURY CHARGE 1 LAB - ADVANCED…prepares the student to write jury charge material dictated at a speed of 160 WPM for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy. COREQUISITE: 10170128 Jury Charge 1-Adv or 10106128 Jury Charge 1–Adv

JURY CHARGE 2 - ADVANCED…prepares the learner to write jury charge material at 200 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent enrollment in Jury Charge 2 Lab - Advanced is required. PREREQUISITE: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or CONDITION: Minimum of 180 WPM met

JURY CHARGE 2 LAB - ADVANCED…expands the student's ability to write jury charge material at 200 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Jury Charge 2 - Advanced is required. COREQUISITE: 10170129 Jury Charge 2 - Advanced or 10106129 Jury Charge 2 – Advanced

LEGAL TERMINOLOGY…provides the student with the ability to spell, pronounce, and define legal terms.

LITERARY 1 - ADVANCED...prepares the learner to write literary material at 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary 1 Lab - Advanced is required. PREREQUISITE: 10170113 Literary 1 - Beginner or 10106113 Literary 1 - Beginner or CONDITION: Minimum of 130 WPM met

LITERARY 1 LAB - ADVANCED…expands the student's ability to write literary material dictated at a speed of 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy. COREQUISITE: 10170109 Literary 1-Adv or 10106109 Literary 1–Adv

LITERARY 2- ADVANCED…prepares the learner to write literary material at 180 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Concurrent registration in Literary 2 Lab - Advanced is required. PREREQUISITE: 10170114 Literary 2 - Beginner or 10106114 Literary 2 - Beginner or CONDITION: minimum of 160 words per minute met

LITERARY 2 LAB - ADVANCED…expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Literary 2- Advanced is required. COREQUISITE: 10170111 Literary 2 - Advanced or 10106111 Literary 2 - Advanced or Minimum of 160 WPM met

MATH WITH BUSINESS APPLICATIONS...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. PREREQUISITE: 10834109 Pre-Algebra or equivalent and COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

MEDICAL REPORTING/TERMINOLOGY…prepares the student to write medical terminology in machine shorthand using appropriate medical terminology from material dictated at a minimum speed of 150 WPM for 5 minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings. PREREQUISITE: 10170156 Testimony 1 - Advanced or 10106156 Testimony 1 – Advanced

ORAL/INTERPERSONAL COMMUNICATION...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: 10838105 Intro Reading & Study Skills or equivalent

REALTIME REPORTING 1…prepares the learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting 1 Lab is required. CONDITION: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirements met

REALTIME REPORTING 1 LAB...prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting 1 is required. COREQUISITE: 10170106 Realtime Reporting 1 or 10106104 Realtime Reporting 1 and CONDITION: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirement met

REALTIME REPORTING 2...prepares the learner to write multi-syllabic words; punctuation and special symbols,short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet,"apply realtime conflict elimination principles,apply realtime theory and write dictation using a realtime theory at a minimum speed of 100 wpm.Concurrent registration in Realtime Reporting 2 Lab is required.

REALTIME REPORTING 2 LAB...expands the learner's ability to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory. Concurrent registration in Realtime Reporting 2 is required. COREQUISITES: 10170105 Realtime Reporting 2 or 10106105 Realtime Reporting 2

REALTIME REPORTING ORIENTATION...prepares the student to use computer-assisted, real-time transcription software, Windows, e-mail, a steno machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework. CONDITION: 101701 Broadcast Captioning or 101702 Court Reporting program requirements met

REALTIME REPORTING SPEED DEVELOPMENT…further develops skills acquired in Realtime Reporting 2 on literary and testimony material beginning at 100 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute. PREREQUISITE: 10170105 Realtime Reporting 2 or 10106105 Realtime Reporting 2

REALTIME REPORTING TECHNOLOGY...prepares the student to use CAT (Computer-Assisted Transcription) and real-time software; build personal dictionaries; and read, translate, and edit transcripts. Students are introduced to real-time translation procedures in court, depositions, captioning, and educational environments.

TESTIMONY 1 - ADVANCED...prepares the learner to write 2-voice testimony material at 160 WPM for 3 min and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Testimony 1 Lab-Adv is required. PREREQUISITE: 10170153 Testimony 1-Beg or 10106153 Testimony 1-Beg or CONDITION: or Min of 130 WPM met

TESTIMONY 1 LAB - ADVANCED…expands the student's ability to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy. COREQUISITE: 10170156 Testimony 1 - Advanced or 10106156 Testimony 1 – Advanced

TESTIMONY 2 - ADVANCED…prepares the learner to write 2-voice testimony material at 225 WPM for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Concurrent registration in Testimony 2 Lab-Adv is required. PREREQUISITE: 10170154 Testimony 2-Beg or 10106154 Testimony 2-Beg or CONDITION: Minimum of 180 WPM

TESTIMONY 2 LAB - ADVANCED…expands the student's ability to write 2-voice testimony at 225 WPM and transcribe with 95 percent accuracy a minimum of three, 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR Exam. Concurrent registration in Testimony 2-Adv is required. COREQUISITE: 10170157 Testimony 2-Adv or 10106157 Testimony 2–Adv

WRITTEN COMMUNICATION...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent