

## ***RealTime Captioning Technology (RCT)***

### **RCT 100 Skillbuilding Lab**

1 Hour

Prerequisites: RCT 260 and RCT 261  
2 hours weekly (0-2)

Provides students an opportunity to develop shorthand-writing skills, writing endurance, and speedbuilding using a shorthand machine.

### **RCT 160 RealTime Theory I**

3 Hours

Prerequisites: None  
3 hours weekly (3-0)

Instruction in writing the spoken word with punctuation by means of a conflict-free RealTime reporting theory and principles as approved by NCRA to provide instantaneous translation. Theory instruction shall include the use of online computer-aided technology (RealTime) and teacher interaction. The student will develop speed and accuracy and will receive live practice dictation. The student should be writing at 60 words per minute (WPM) with 95 percent accuracy on a five-minute dictation test by the end of the first semester. Student must be able to type 30 wpm.

### **RCT 161 RealTime Theory I Lab**

2 Hours

Prerequisites: Must be taken in conjunction with RCT 160  
4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase speed of the shorthand machine. this course must be taken in conjunction with RCT 160 RealTime Theory I.

### **RCT 200 RealTime Medical Development**

1 Hour

Prerequisites: BUS 215, RCT 270, RCT 271, or consent of instructor.  
2 hours weekly (0-2)

Provides the student with instruction in writing the spoken word with punctuation by means of a conflict-free RealTime reporting theory as approved by NCRA to provide instantaneous translation. This course further expands the student's knowledge of medical terminology that applies to the court reporting field. This course will provide practice

dictation and medical, legal and current events terminologies and testimony. The student will apply medical terminology including prefixes, suffixes, and roots of medical words commonly found in depositions and court transcripts. Upon completion of the course the student can take dictation for five minutes at the appropriate speed level and transcribe with 95 percent accuracy or better.

### **RCT 250 Grammar/Punctuation: Court Reporter**

3 Hours

Prerequisites: RCT 160, RCT 161  
3 hours weekly (3-0)

Upon completion of this course, the RealTime reporting student will be able to apply the rules of grammar and punctuation used in the judicial profession. The student will apply these grammar and punctuation rules and proofreading skills to depositions, trial transcripts, jury charges and literary passages.

### **RCT 260 RealTime Theory II**

3 Hours

Prerequisites: RCT 160, RCT 161 or consent of instructor. Must receive at least a "C" grade in the prerequisite courses.  
3 hours weekly (3-0)

This course continues with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation. Theory instruction shall include the use of online computer-aided technology (RealTime) teacher interaction. The student will receive dictation to develop speed and accuracy, learn expanded stroking techniques and read aloud from machine shorthand outlines. The student will be writing a minimum of 80 words per minute (WPM) with 95 percent accuracy on a five-minute dictation test by the end of this semester.

### **RCT 261 RealTime Theory II Lab**

2 Hours

Prerequisites: RCT 160, RCT 161 or consent of instructor. Must be taken in conjunction with RCT 260. Must receive at least a "C" grade in the prerequisite courses.  
4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase the user's speed on the shorthand machine. This course must be taken in conjunction with RCT 260 RealTime Theory II.

### **RCT 270 RealTime Vocabulary**

3 Hours

Prerequisites: RCT 260, RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.

3 hours weekly (3-0)

This course provides instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation. An in-depth study of vocabulary development and increased knowledge of terminology through dictation will be given. The student will receive instructions on using a computer-aided (RealTime) theory system and teacher interaction. The student should also be able to take dictation at a minimum of 120 words per minute, transcribed with 95 percent accuracy by the end of the semester.

### **RCT 271 RealTime Vocabulary Lab**

2 Hours

Prerequisites: RCT 260, RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.

4 hours weekly (0-4)

This course will enable the student to practice RealTime vocabulary writing and increase the user's machine shorthand speed and accuracy.

### **RCT 272 RealTime Technology**

3 Hours

Prerequisites: RCT 260, RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.

3 hours weekly (3-0)

This course provides the students with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory as approved by NCRA to provide instantaneous translation. Hands-on instruction in operating a computer-aided transcription that shall include: instruction in operating a computer-system, basic care and maintenance of the electronic writer and peripherals, instruction system support (customer service, software support, etc.), understanding of computer-aided transcription terminology, and application of computer functions such as: producing a transcript, reading, translating, editing, printing, using parentheticals, and include files. Instruction in dictionary management such as: editing entries, adding new entries, and archival of dictionary files. Instruction in computer operating systems/computer

literacy, including Disk Operating System (DOS) (DOS Function Card), Windows, creating an ASCII disk, understanding computer terminology, overview of Internet applications. Instruction in operating a RealTime Translations system, instruction in setting up and operating Realtime related hardware, the role of the RealTime reporter in proceedings such as: speaker identification, RealTime transcript, composition, and formatting. The student will utilize all available resource material to prepare for writing RealTime. The students will learn the psychology for writing RealTime. The student will receive live practice dictation, instruction in RealTime reporting in the Computer-Integrated Courtroom (CIC) environment which includes: available RealTime and litigation support technology, procedures to train attorneys, paralegals, court personnel, system management, case management (what, where, and why), indexing/conversion software programs, optical scanning of documents, exhibits, building a litigation database, interacting with court computer systems, Lexis, Westlaw, case tracking, word processing, file storage-archival/retrieval computer systems, coordinating activities with court administrators on CIC matters, telecommunications (telephonic, video conferencing), public relations and distribution of transcripts, ASCII diskettes, etc. The student will also receive instruction in RealTime reporting in the deposition environment. Students will receive an overview of the Judicial Captioning/CART environment, the broadcast environment, litigation support, videotaping, and information on related software packages. A computer-aided RealTime transcription workstation with appropriate software will be provided for each student.

### **RCT 280 RealTime Skills Development**

3 Hours

Prerequisites: RCT 270 and RCT 271, RCT 260 and RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.

3 hours weekly (3-0)

This course will continue with the basic theory principles presented in RCT 270 and RCT 271. Live practice dictation of 2-voice, multi-voice testimony (including literary, jury charge, current events, and technical materials). The student will receive instruction in writing the spoken word with punctuation as well as speed and accuracy development, by means of a conflict-free computer-aided RealTime theory and teacher interaction. Upon successful completion of this course, students will be able to take oral dictation at 120 words per minute, transcribed with 95 percent accuracy by the end of this term. This course must be taken in

conjunction with RCT 281 RealTime Skills Development.

### **RCT 281 RealTime Skills Development Lab**

2 Hours

Prerequisites: RCT 260 and RCT 261, or consent of instructor. Must pass with at least a "C" grade in the prerequisite courses.

4 hours weekly (0-4)

This course will enable the student to practice in the lab to increase speed on the shorthand machine. This course must be taken in conjunction with RCT 280 RealTime Skills Development.

### **RCT 282 Broadcasting/CART Technology**

3 Hours

Prerequisites: RCT 260 and RCT 261

3 hours weekly (3-0)

Provides students with broadcasting/CART technology in reference to the current CART Provider's Manual and comprehensive instruction in captioning an online translation system. Instructions will be provided in the basic care, setup, and maintenance of broadcast captioner's CART captioning equipment and the basic care and maintenance of the steno machine and computer hardware data input devices and realtime peripherals. CART technology will include: how to obtain system support; the applications of computer functions; and the applications of CAT functions. Captioning technology will include broadcast news production preparation, prescripting, and psychology of on-air captioning. History of captioning will include Decoder Circuitry Act, ADA guidelines, FCC regulations, deaf culture/awareness, and quality control/evaluation.

### **RCT 286 Dictionary Development Lab**

2 Hours

Prerequisites: RCT 260, RCT 261 and RCT 282

4 hours weekly (0-4)

Provides students with instruction in writing the spoken word with punctuation by means of an NCRA Task Force-approved realtime translation. Special emphasis on dictionary building/management to include: all necessary alphabets defined such as a, A, A., -a. for letter-by-letter spelling; punctuation, production of numbers used by the number bar; environmental sounds descriptors; ability to write Website and Internet addresses; and prefixes and suffixes. Students will receive hands-on training in broadcasting and CART dictionary management and will train on

broadcasting equipment to develop dictionary building and learn the maintenance of dictionary entries. Students will write taped broadcast productions and public broadcasting documentaries. Review a line-by-line edit/analysis of shorthand notes, and build endurance by writing a 30-minute broadcast news program and a 30-minute meeting/seminar program with a goal 96 percent or higher using, when possible, instructor observation. The student shall be able to write a NCRA-approved realtime theory, write a five-minute 180 wpm literary take at 96 percent accuracy, paraphrase in realtime, accurately finger spell words, use phonetic translator, and build and maintain a realtime dictionary.

### **RCT 290 RealTime Judicial Procedures**

3 Hours

Prerequisites: RCT 272, RCT 280, and RCT 281, or consent of instructor

3 hours weekly (3-0)

Provides an opportunity for students to learn the judicial procedures as a judicial reporter. It includes hands-on computer and classroom instruction in the role of the reporter in trials, depositions, and administrative hearings, marking and handling of exhibits, indexing and storage of notes, and reporting techniques on interruption of speaker, obtain spellings of proper names, identifying speakers in a multi-speaker situation, swearing or affirming witnesses, handling discussions off the record, indicating nonverbal actions certifying questions, reporting with an interpreter, sidebar discussions, handling reading and signing of depositions. Also provides instruction in transcript preparation and production, library and reference materials used in transcript production, job opportunities, reporting and transcription of voir dire, proofreading skills, ethics (including the distribution of NCRA Code of Professional Ethics), professional associations, professional image and dress, and development of portfolios and/or resumes. The student will develop transcription skills in setting up objections, exhibits, citations, etc. A computerized workstation with appropriate software will be provided for each student.

### **RCT 291 RealTime Speedbuilding I**

5 Hours

Prerequisites: RCT 280, RCT 281, or consent of instructor.

10 hours weekly (0-10)

This course will continue with instruction in writing the spoken word with punctuation by means of a conflict-free realtime theory and principles as

approved by NCRA to provide instantaneous translation. Dictation of Q & A will include medical, technical, current events, jury charge and literary materials for building vocabulary and language skills. The student will receive instruction on using a computer-aided (realtime) theory system and teacher interaction. The student will be able to take dictation at 160 words per minute, transcribed with 95 percent accuracy by the end of this term. Students studying Captioning/CART must pass one (1) literary speed test with 96 percent accuracy.

### **RCT 293 RealTime Speedbuilding II**

5 Hours

Prerequisites: RCT 291 or consent of instructor.  
10 hours weekly (0-10)

This course will continue with instruction in writing the spoken word with punctuation by means of a conflict-free reporting theory and principles as approved by NCRA to provide instantaneous translation and take dictation of 2-voice, and multi-voice testimony including medical, technical, literary, jury charge and current events material. The student will receive instruction on using a computer-aided (RealTime) theory system and teacher interaction. The student will be able to take dictation at a minimum of 225 words per minute, transcribed with 95 percent accuracy and take a simulated RPR skills test at the following speeds: 225 wpm testimony (2-voice), 200 wpm jury charge, and 180 wpm literary with not more than 3.75 hours of transcription time by the end of this course. Students studying Captioning/Cart must pass three (3) literary materials takes at 180 wpm (word count) at 96 percent verbatim accuracy.

### **RCT 298 Practicum (Judicial)**

2 Hours

Prerequisites: RCT 291 or consent of instructor.  
10 hours weekly (0-10)

The advanced internship will provide students with the experience in the work-related environment of RealTime Judicial Reporting. Students are placed in a courtroom and/or freelance office setting. A 40-page salable transcript of verbatim testimony must be turned in for evaluation. A 40-page salable transcript of verbatim testimony must be turned in with at least 50 hours of direction under a practicing court reporter, of which, a minimum of 40 hours shall be spent in actual writing time. The transcript produced by the student must not be sold. Records must be maintained to verify the internship experience including (a) internship verification form, (b) narrative report, (c) transcript of internship experience. The student will complete the specific

graduation requirements outlined in NCRA General Requirements and Minimum Standards for the following tests: 225 words per minute testimony (two-voice), 200 words per minute jury charge, and 180 words per minute literary. The student shall complete at least 40 verified hours of actual writing time during internship and give a presentation to an organization or high school on the field of judicial reporting.

### **RCT 299 Practicum Broadcast/CART**

2 Hours

Prerequisites: RCT 260, RCT 261 and RCT 282.  
10 hours weekly (0-10)

Provides students with experience in a real world/simulated environment of Realtime Captioning. The program will assist the students in arranging the practicum experience. The practicum shall not begin until the student has completed the program's 160 wpm literary requirement. Student shall not serve in the capacity of the actual captioner nor CART provider during participation in the practicum. The student must participate in at least 40 hours of captioning/CART under the supervision of a practicing professional or instructor. Students must produce an unedited realtime and/or captioned translation of one hour of Captioning/CART services for educational and grading purposes only and shall not be sold. Records must be maintained to verify the practicum experience. Graduation requirements for broadcast/CART captioning students shall include (a) 180 wpm literary at 96 percent accuracy, (b) translation of one hour of captioning services for course evaluation and (c) complete 40 verified hours of actual writing time during practicum.