

Mission Statement

TextStream Institute of Court Reporting, Inc., is a proprietary school whose sole function is to thoroughly train, prepare, and graduate court reporting students to be the most advanced realtime writers wherein they will be able to confidently pursue any career utilizing the steno machine, whether it be as a realtime writer, a CART reporter, a closed captioner, or a webcast captioner.

Objectives:

- * **Teach students the most advanced realtime-accurate theory available**
- * **Use CAT software and computers for hands-on realtime training from Day One**
- * **Prepare students to be highly knowledgeable and professional court reporters upon graduation requiring minimal supervision**
- * **Use innovative instruction techniques to be time efficient and skill effective**
- * **Have access to the instructors for help, motivation, and mentoring**

TextStream Institute of Court Reporting, Inc., is a Michigan corporation located at 10291 E. Grand River Avenue, Suite G, Brighton, Michigan 48116. You may contact us at (810) 844-2060 or visit us at our website at www.textstreaminstitute.com.

Officers:

Rhonda M. Zacharias is the founder and president of TextStream Institute of Court Reporting, Inc. She received an associate's degree in Applied Business in Court Reporting from Cuyahoga Community College in June of 1988. In 1990, she received the CSR certification; in 1992 the RPR certification; and in 1995 the CRR certification. In 2007 she was awarded the Certified Reporting Instructor certificate. Within the 17 plus years as a freelance reporter are 12 years as a realtime writer, and a significant amount of broadcast captioning and teaching experience.

Faculty:

Class size shall not exceed 15 students per instructor. Rhonda Zacharias currently teaches a variety of theory and speedbuilding classes. Debra Beebe, a retired court reporter, teaches theory classes as well as a speedbuilding class. Ms. Beebe also held a Certified Shorthand and the Registered Professional Reporter certificate during her 20-year career. TextStream Institute of Court Reporting, Inc., reserves the right to add or change classes and/or faculty as determined by enrollment to ensure the best possible educational experience for all students. All faculty shall either have at least five years work experience as a court reporter or in the subject area they teach and/or shall be thoroughly trained by TextStream Institute of Court Reporting, Inc.

Facilities:

TextStream Institute of Court Reporting, Inc. has two classrooms for the Stenotype classes. There are two extra rooms with wireless computer access for individual study and also student evaluations. A kitchen area is also open for student use during the class breaks.

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Academic Calendar/Registration Dates

Fall Quarter 2009

August 17 – Sept. 2

September 28
November 24 - 27
November 30

November 30 – Dec. 16

December 17
December 21 - January 8

Fall Registration

Fall Quarter begins
Thanksgiving Break
Classes resume

Winter Registration

Fall Classes End
Christmas Break

Winter Quarter 2010

November 30 – Dec. 16

January 11
February 15 – 19

March 8 – 24

March 25
April 2 – April 9

Winter Registration

Winter Quarter begins
Midwinter Break

Spring Registration

Winter Classes End
Easter Break

Spring Quarter 2010

March 8 – 24

April 12
May 31 – June 4

May 31 – June 16

July 1
July 5 – July 9

Spring Registration

Spring Quarter Begins
Memorial Day Break

Summer Registration

Spring Classes End
Summer Break

Summer Quarter 2010

May 31 – June 16

July 12

August 30 – Sept. 15

September 6 - 10
September 13
September 30
October 4 – 8

Summer Registration

Summer Quarter begins

Fall Registration

Labor Day Break
Classes resume
Summer Classes End
Fall Break

Class Times:

Day classes may be scheduled Monday, Tuesday, Wednesday, or Thursday anywhere within the hours of 9:30 a.m. and 3:00 p.m. Evening classes may be scheduled Monday, Tuesday, Wednesday, or Thursday anywhere within the hours of 4:00 p.m. and 10:00 p.m.

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Educational Policies:

TextStream is currently a non-accredited school. Successful completion of courses are not transferable to other post secondary academic institutions. Courses consist of lecture hours on site and/or online and laboratory hours consisting of verified speedbuilding practice of a minimum of ten hours or as stated in the course syllabus either through an online speedbuilding site or through other required documentation.

Entrance Requirements: Students must have at least a high school diploma to enter the Realtime Reporting program at TextStream Institute, Inc. Please include a copy of your diploma, school transcript, or GED certificate with your application. Keyboarding and English pretests may also be given to determine placement. If a student receives a score of less than 78% on the English pretest, an English 101 course or a comparable college class offered elsewhere must be successfully completed prior to enrolling in English 201. If a student receives a score of less than 45 wpm on the keyboarding pretest, that student must complete a keyboarding course or program outside of TextStream Institute, Inc., and provide adequate documentation of completion of such course.

Re-Entrance: Students who are dismissed for academic unsatisfactory progress or unsatisfactory conduct will not be permitted to re-enter the program.

Attendance/Tardiness Policy: It is the student's responsibility to attend all classes for each course in which the student has been enrolled, unless excused by the Director. Should an extended leave be necessary for the student due to a family crisis or family health problem, a student may retake a class or test back into a speed level class. There will be a \$20.00 fee to test back in to a speed level class and/or a pro-rated fee to re-take a course to be determined by the director.

Should a student's unexcused absences and tardiness exceed 30% of the hours associated with any course, it will be considered a voluntary withdrawal from the program and any monies owed will be forfeited. In order to reenter the program after such a withdrawal, the student must re-register and will be required to pay a fee of \$150.00 in addition to the full tuition due for the course(s) the student enrolls to retake. Upon voluntarily withdrawing a second time, re-admittance into TextStream will be prohibited indefinitely.

Due to the accelerated nature of the courses and the timed dictation practices and tests given during class periods, once the classroom door closes, tardiness is not acceptable. Should you be late, you must wait until a class break before entering the classroom.

Credit by Exam: All students must take the English 202 course and the Mock Deposition/Trial Procedures course supplemental academic classes regardless of prior education elsewhere. Transfer students may test in to the appropriate speed level classes upon enrolling, however.

Transfer Credit from other U.S. Colleges and Universities: Students will be granted transfer credit for speedbuilding courses which are equivalent to courses offered at TextStream Institute of Court Reporting, Inc., wherein the student has earned a grade of B or better. No grade will be given with credit transfers. This transfer credit will not be granted until the student has completed at least 22 or more lecture hours at TextStream Institute of Court Reporting, Inc.

Conduct & Personal Appearance Policies:

Plagiarism, cheating, and the use of drugs or alcohol on school property are not permitted. TextStream Institute of Court Reporting, Inc., reserves the right to dismiss a student for such behavior. Should a student be dismissed as a result of violating this policy re-entrance into the program will be prohibited indefinitely.

Students are preparing for a career in the business and legal field and should therefore attend classes appropriately dressed and well-groomed. Business casual and denim is permissible. Please no holes in clothing, bare midribs or shoulders, exposed cleavage, facial piercings, or unnatural hair dye (i.e., blue, pink, purple, etc.). Otherwise you may be excused from all classes that day.

If a student shows repeated disregard for the above appearance policy and receives three written warnings that student will be considered voluntarily withdrawn from the program and re-entrance into the program will be prohibited.

Grading Scale for Academic courses shall be as follows:

<u>Grade</u>	<u>Grade Points</u>
A Superior	4.0
A-	3.8
B+	3.5
B Excellent	3.0
B-	2.8
C+	2.5
IP	0
CBE	0
T	0
U Unsatisfactory	0
W Withdrawal	0

Steno Proficiency Tests will require a 95% or greater score; otherwise, a test retake will be necessary. For all Realtime Theory and Realtime Writing courses students must receive satisfactory exit requirements in order to receive a Certificate of Completion.

Explanation of Grades:

In Progress "IP": An IP will be given for students who have not reached the stated speed benchmarks in the course but have shown progress toward that end.

Credit by Exam "CBE": CBE grades are given for courses students have successfully passed an examination for credit as explained under "Academic Policies."

Transfer "T": "T" grades are given for credits TextStream Institute of Court Reporting, Inc., accepts as transfer credit as explained under "Academic Policies."

Unsatisfactory "U": "U" grades are given when the student's grade for the class is below 2.5. The student will have to retake the class and also be obligated to pay a tuition fee for that particular class.

Withdrawal "W": A "W" grade is posted after a student withdraws from a class after the 100% refund deadline. Receiving a "W" does not affect the student's GPA.

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Internship: Upon passing at least one 200 testimony proficiency test, students will begin an internship course. The internship is among the most valuable courses offered. It allows the student to gain real experience in the actual courtroom, law office, or business environment in which they will eventually work. Although these courses are not held in the classroom, for all purposes they are considered the same as any course scheduled for the classroom (attendance, grading, tuition, etc.) It is the student's responsibility to find internship assignments and to arrange their own transportation to and from said assignments.

Graduation Requirements: There are nine available levels under the Realtime Reporting Program.

A Certificate of Completion for the Realtime Reporter Program – Basic program will be awarded to a student who has satisfactorily completed all academic courses with a minimum cumulative GPA of 2.5 and has attained a cumulative GPA of 3.0 in all Realtime Theory and Realtime Writing courses. Upon completion of the program, the student will have successfully passed with a score of 95% or better on three five-minute proficiency tests in the following categories and speeds according to NCRA's guidelines for the RPR: testimony at 225 wpm, jury charge at 200 wpm, and Literary at 180 wpm.

See course offerings for further details on all other levels available.

**TextStream Institute is currently pursuing accreditation and NCRA approval; therefore certain courses, grading scales, policies, procedures, and graduation requirements are subject to change.*

Academic Progress: A record of grades and other appropriate information is kept in each student's permanent record. Students are expected to meet a minimum standard of 2.5 GPA in all academic classes. Steno proficiency tests are five minutes in length and must be passed within 95% accuracy. A 96% rough draft accuracy rate on a five-minute 140 wpm Literary is required for the Advanced subcertificate; or 96% rough draft accuracy rate on a five-minute 140 wpm Literary is required for the Professional subcertificate. The Speedbuilding portion of the program is self-paced, and a student is permitted to progress through the categories and speed levels at his/her own pace. The IP designation (see Explanation of Grades) will be issued until satisfactorily meeting the benchmarks of each course. A student may not proceed to the next speed level until either one five-minute tests in a specific category is passed with a score of 95% or higher at every 10 wpm or two at every 20 wpm. Students who fall below average will be scheduled to counsel with the Director, and if a need is determined, assistance will be provided.

Probation: Falling below a 2.5 cumulative GPA during a quarter will result in the student being placed on probation. The probationary period shall be no longer than one quarter. Should a student fail to reach the minimum 2.5 cumulative GPA at the conclusion of the probationary period, academic dismissal may result. Re-entrance eligibility will be determined by the Director of Education.

Placement Counseling/Assistance: TextStream Institute of Court Reporting, Inc. will provide placement counseling and assistance in the form of resume preparation, job searches, interview preparation and scheduling of interviews to its graduates. Employment is not guaranteed, however.

Tuition & Fees:

Students must have a steno machine with realtime cables and capability upon arrival of the first day of class. A notebook computer with wireless capability and court reporting software will be required by the beginning of the Theory II course. A list of system requirements and specific equipment required is available at the office. It is very important to register early as it may take in excess of two weeks to receive the equipment. There are a limited number of steno machines and software available for rent for those students who are waiting for their equipment to come in or who present a significant financial burden.

Tuition: (Tuition rates are subject to change in the fall of each academic year.)

The tuition prices below are inclusive of all the courses required in the entire corresponding program on a full-time basis to be completed in the timeframe specified; however, books, lab fees, and materials are not included in the prices below. (Should the student fail to reach the exit requirements by the end of the specified program, the student will be required to stay enrolled on a quarterly basis until the student is able to do so).

Realtime Reporting Program.....	\$16,753.15
CART Reporting Program	17,622.40
Broadcast/Webcast Captioning Program	18,517.80

Tuition may be paid in full for the entire program prior to beginning the program or on a quarterly or yearly basis. Rates will vary depending on the number of classes taken and books and materials required during a specific quarter. *(Other payment methods and options may also be available as new resources and programs are periodically added).*

Fees:

Registration Fee (each quarter)	\$25.00
Late registration fee	25.00
Credit by Exam (per lecture hour for testing out)	4.00

Refund Policy: The tuition and fees paid by the applicant will be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested in writing within three business days after signing a contract with the school. All refunds shall be returned within 30 days. Once the three business days have elapsed, the following policies apply:

<u>Withdrawal during:</u>	<u>Percentage of tuition refunded</u>
1st week of quarter	75%
2nd week of quarter	50%
3rd week of quarter	25%

No refunds will be issued for withdrawals from individual courses after the third week of the quarter.

Equipment:

Students will be required to purchase their own student version stenotype machine, ranging in price from approximately \$500 used with no warranty to \$1800 new with warranty. At the beginning of the second quarter of the program, students will also be responsible for purchasing a laptop computer (approximate cost: \$500 on up) and court reporting software program ranging in price from \$100 to \$450, depending on the vendor.

Realtime Reporting Program Course Offerings:

***All Academic classes are correspondence-based classes.**

All RTT and RTW courses are available on a quarterly basis with strict weekly on-site/live online attendance required OR as an independent study/online course with weekly testing and four monthly on-site/live online workshops; all workshops, assignments, and tests are mandatory without exception and must be completed within a 16-week period. (Students who fail to meet the attendance, homework, and lab requirements for the independent study/online course will be required to enroll in the quarterly on-site course requiring weekly attendance in addition to all other requirements as a probationary measure for one full quarter.) Tuition is the same whether it is the independent study/online course or the standard quarterly on-site course.

RTT and RTW courses taken in any given Summer quarter will be independent study/online only for 10-11 weeks with six mandatory on-site/live online workshops (4-5 hours in length) and five on-site/live online small focus group sessions (1.5 – 2 hours in length).

The following are the available levels in the Realtime Reporting Program:

- 1) **Realtime Reporting – Basic** consists of satisfactory completion of all of the courses listed below meeting the graduation requirements as stated in the catalog on page 6.
- 2) **Realtime Reporting – Advanced** consists of successfully passing two **rough draft** 140 wpm Literary tests with a score of 96% in addition to satisfactorily completing the Realtime Reporting – Basic requirements.
- 3) **Realtime Reporting – Professional** consists of successfully passing two **rough draft** 180 wpm Literary tests with a score of 96% in addition to satisfactorily completing the Realtime Reporting – Basic requirements. (*Note: Professional reporters wishing to attain this certificate may do so by enrolling in the independent study/online course on a part-time basis.*)
- 4) **Realtime Reporting – High Speed General Transcription** consists of successfully passing two **rough draft** 120 wpm Literary tests with a score of 96% in addition to satisfactorily completing the ENG 201, the RTT courses as well as RTW 301-303.
- 5) **Realtime Reporting – High Speed Legal Transcription** consists of successfully passing two **rough draft** 120 wpm Legal dictation tests with a score of 96% in addition to satisfactorily completing the ENG 201, LT 201-202 (all dictation assignments and overall course grade must be 92% or better), the RTT courses as well as RTW 301-303.
- 6) **Realtime Reporting – High Speed Medical Transcription** consists of successfully passing two **rough draft** 120 wpm Medical dictation tests with a score of 96% in addition to satisfactorily completing the ENG 201, MT 201-202 (all dictation assignments and overall course grade must be 92% or better), the RTT courses as well as RTW 301-303.

- 7) **Realtime Reporting – High Speed Advanced Transcription** consists of successfully passing three **rough draft** 120 wpm dictation tests, one Legal, one Medical, and one Literary, with a score of 96% in addition to satisfactorily completing the ENG 201, LT 201-202, MT 201-202 (all dictation assignments and overall course grades for the LT and MT courses must be 92% or better), the RTT courses as well as RTW 301-303.
- 8) **Realtime Reporting – Legal Transcript Proofreader** consists of successfully proofreading three complete transcripts with 90% accuracy in addition to satisfactorily completing ENG 201-202.
- 9) **Realtime Reporting – Procedures and Transcript Production** consists of satisfactorily completing all courses with the exception of the RTT and RTW courses.

<u>Course Descriptions</u>	<u>Lecture hrs.</u>	<u>Lab hrs.</u>
ENG 201 Grammar & Usage Formulating knowledge of the structure of English. Thorough study of grammar, punctuation, and word usage.	11	24
ENG 301 Transcript Production Prerequisite: ENG 201; RRP 201 Application of English skills and punctuation rules for court reporters to transcripts through editing.	11	24
LT 201 Legal Terminology I Prerequisite: RTT 101 The first of two courses in the meaning and use of legal and Latin terms used in the legal field with applications through dictation and transcription.	11	24
LT 202 Legal Terminology II Prerequisite: RTT 101; LT 201 The second of two courses in the meaning and use of legal and Latin terms used in the legal field with applications through dictation and transcription.	11	24
MDT 301 Mock Deposition/Trial Proceedings Application of information learned in prior courses are put into practice via simulated depositions and trial proceedings before starting the internship. Students are also required to transcribe these simulations into final transcript form. Students must have successfully passed RTW 304 prior to enrolling in this course.	22	22
MT 201 Medical Terminology I Prerequisites: RTT 101-102; RTT 201-202; RTW 301-303 The first of two courses in the meaning and use of prefixes, suffixes, root words, and terms commonly used in the health care fields with applications through dictation and transcription.	11	24
MT 202 Medical Terminology II Prerequisite: MT 201; RTT 101-102; RTT 201-202; RTW 301-304 The second of two courses in the meaning and use of prefixes, suffixes, root words, and terms commonly used in the health care fields with applications through dictation and transcription.	11	24

Course Descriptions**Lecture hrs.****Lab hrs.****RRI 301 Realtime Reporting Internship****11****48****Prerequisites: ENG 201; LT 201-202; RRP 201;****MT 201; RTT 101-102, 201-202; RTW 301-305**

Application of skills and knowledge in a real-life situation. 40 hours of experience with an experienced court reporting professional in either court proceedings or depositions along with the production of a 40-page final saleable transcript. Students must have successfully passed a five-minute testimony proficiency test at 200 wpm prior to enrolling in this course.

RRP 201 Realtime Reporting Procedures I**11****24****Prerequisites: RTT 101-102; RTT 201**

Introduction of professional procedures and legal responsibilities of the court reporting professional.

RTT 101 Realtime Theory I**44****48**

The first of four courses in the introduction to and development of the ability to write a conflict-free theory on a computer-compatible steno machine along with the CAT software.

Development of reading skill of steno notes. Dictation practice for reinforcement of theory.

Speed desired at the conclusion of the course is 30 wpm.

RTT 102 Realtime Theory II**44****48****Prerequisite: RTT 101**

The second of four courses continuing in the introduction to and development of the ability to write a conflict-free theory on a computer-compatible steno machine along with the CAT software. Continued development of reading skill of steno notes. Dictation practice for reinforcement of theory. Speed desired at the conclusion of the course is 60 wpm.

RTT 201 Realtime Theory III**44****48****Prerequisites: RTT 101-102**

The third of four courses further developing the ability to write a conflict-free theory on a computer-compatible steno machine along with the CAT software. Continued development of reading skill of steno notes. Dictation practice for reinforcement of theory. Speed required at the conclusion of the course is 80 wpm testimony, 60 wpm literary.

RTT 202 Realtime Theory IV**44****48****Prerequisites: RTT 101-102; RTT 201**

The last of a four-part series in the development of the ability to write a conflict-free theory on a computer-compatible steno machine along with the CAT software. Continued practice and development of reading skill of steno notes. Dictation practice for reinforcement of theory. Introduction of straight Literary, Jury Charge, and Testimony dictation. Speed required at the conclusion of the course is 100 wpm testimony; 80 wpm jury charge; and 60 wpm literary.

RTW 301 Realtime Writing I**44****48****Prerequisites: RTT 101-102; RTT 201-202**

Continuing development of conflict-free theory for writing on a computer-compatible steno machine. Development of reading and writing skill on literary, jury charge, and testimony material with emphasis on high realtime translation rates. Speed required at the conclusion of the course is 120 wpm testimony; 100 wpm jury charge; and 80 wpm literary.

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<u>Course Descriptions</u>	<u>Lecture hrs.</u>	<u>Lab hrs.</u>
RTW 302 Realtime Writing II Prerequisites: RTT 101-102; RTT 201-202; RTW 301 Review of conflict-free theory for writing on a computer-compatible steno machine with major emphasis on development of reading and writing skill on literary, jury charge, and testimony material with emphasis on high realtime translation rates. Speed required at the conclusion of the course is 140 wpm testimony; 120 wpm jury charge; and 100 wpm literary.	44	48
RTW 303 Realtime Writing III Prerequisites: RTT 101-102; RTT 201-202; RTW 301-302 Major emphasis on development of reading and writing skill on literary, jury charge, and testimony material with emphasis on high realtime translation rates. Speed required at the conclusion of the course is 160 wpm testimony; 140 wpm jury charge; and 120 wpm literary.	44	48
RTW 304 Realtime Writing IV Prerequisites: RTT 101-102; RTT 201-202; RTW 301-303 Major emphasis on development of reading and writing skill on the steno machine on literary, jury charge, and testimony material with emphasis on high realtime translation rates. Speed required at the conclusion of the course is 180 wpm testimony; 160 wpm jury charge; and 140 wpm literary.	44	48
RTW 305 Realtime Writing V Prerequisites: RTT 101-102; RTT 201-202; RTW 301-304 Major emphasis on development of reading and writing skill on literary, jury charge, and testimony material at minimum levels with emphasis on high realtime translation rates. Simulated depositions and trial proceedings. Speed required at the conclusion of the course is 200 wpm testimony; 180 wpm jury charge; and 160 wpm literary.	44	48
RTW 306 Realtime Writing VI Prerequisites: RTT 101-102; RTT 201-202; RTW 301-305 Major emphasis on development of reading and writing skill on the steno machine on literary, jury charge, and testimony material at minimum levels with emphasis on high realtime translation rates. Development of the ability to produce complete and accurate transcripts. Speed required at the conclusion of the course is 225 wpm testimony; 200 wpm jury charge; and 180 wpm literary.	44	48

Additional Courses Required in the Computer-Aided Realtime Translation (CART) Reporting Program:

Important Note: As the program is still in development, Courses may be added or deleted to meet certification requirements. Students must also successfully pass two rough draft 180 wpm literary tests with 96% accuracy in order to obtain a certificate of completion in the Computer-Aided Realtime Translation (CART) Reporting Program.

<u>Course Descriptions</u>	<u>Lecture hrs.</u>	<u>Lab hrs.</u>
CART 201 CART Procedures Prerequisites: RTT 101-102; RTT 201-202 After completing the Realtime Theory courses, this course will teach students CART technology, setup and maintenance of accessory equipment in the classroom, and verbatim versus word substitutes, "editing" on the fly, and finger spelling.	22	32
CRI 301 CART Reporting Internship Prerequisites: CART 201; DC 201; ENG 201; ENG 301; MT 201-202; RTT 101-102; RTT 201-202; RTW 301-305; TT 301 Application of skills and knowledge in a real-life situation. 40 hours of experience with an experienced CART professional in a classroom environment along with the production of an unedited captioned translation of one-half hour of CART services in each of three different subject areas.	11	48
DC 201 Deaf Culture Prerequisites: RTT 101 - 102; RTT 201 - 202 Through lecture, videotape, group discussion and guests, students will begin to understand the rich cultural identity that Deaf people share. They will also begin to understand Deaf cultural norms and rules of behavior.	11	0
TT 301 Technical Terminology Prerequisites: DC 201; ENG 201; ENG 301; RTT 101-102; RTT 201-202; RTW 301-304 As CART reporters, the types of classes they are required to cover are endless. This course will begin to prepare those desiring to pursue a career in CART reporting in writing various subjects of terminology.	22	32
TT 302 Technical Terminology Prerequisites: DC 201; ENG 201; ENG 301; RTT 101-102; RTT 201-202; RTW 301-305; TT 301 This course is a continuation of TT301 and is designed to continue building a student's confidence and ability to write difficult terminology.	22	32

Additional Courses Required in the Broadcast/Webcast Captioning Program:

Important Note: As the program is still in development, courses may be added or deleted to meet certification requirements. Students must also successfully pass two rough draft 180 wpm literary tests with 96% accuracy in order to obtain a certificate of completion in the Broadcast/Webcast Captioning Program.

Course Descriptions

Lecture hrs.

Lab hrs.

BCI 301 Broadcast Captioning Internship

11

48

Prerequisites: BCP 201; BCT 301-302; DC 201; ENG 201; ENG 301; LT 201-202; MT 201-202; RTT 101-102; RTT 201-202; RTW 301-305

Application of skills and knowledge in a real-life situation. 40 hours of experience with an experienced captioning professional along with the production of one-half hour captioned translation of captioning services in each of the following areas: news, sporting event, entertainment show or event.

BCP 201 Broadcast Captioning Procedures

11

24

Prerequisites: RTT 101-102; RTT 201-202

After completing the Realtime Theory courses, students desiring a career in captioning and/or webcasting will be taught the basic setup and maintenance of captioning and webcasting equipment, the history of captioning, the webcasting trend, broadcast news preparation, prescripting, the psychology of on-air captioning, and verbatim versus word substitutes, "editing" on the fly, and finger spelling. Emphasis will be put on building endurance and preventing repetitive strain injuries.

BCT 301 Broadcast Captioning Terminology I

22

36

Prerequisites: DC 201; ENG 201; ENG 301; RTT 101-102; RTT 201-202; RTW 301-303

A specialized captioning course dedicated learning how to caption news programs. Through numerous hours of practice, the goal is to learn how to prepare to write a news program, research on the web, build news dictionaries, editing during commercials, and toggling between prescribed sections and writing live. Terminology in weather, current events, geography, U.S. and world leaders, and writing sports highlights will be covered extensively.

BCT 302 Broadcast Captioning Terminology II

22

36

Prerequisites: DC 201; ENG 201; ENG 301; RTT 101-102; RTT 201-202; RTW 301-304

The second specialized captioning course dedicated to learning how to caption sporting and entertainment events. Through numerous hours of practice, the goal is to learn how to prepare to write an event, research on the web, build sports and entertainment dictionaries, and editing during commercials. Terminology in various sports, sports figures and entertainment figures, both past and present, will be covered extensively.

Course Descriptions

Lecture hrs.

Lab hrs.

BCT 303 Broadcast Captioning Terminology III 22 36

**Prerequisites: DC 201; ENG 201; ENG 301; RTT 101-102; RTT 201-202;
RTW 301-305**

The third specialized captioning course dedicated to learning how to caption financial and specialized news programs and webcasting financial calls, college classes, and other events broadcast through the use of the Internet.