

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.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

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

PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
 - Submit application and \$30 fee.
 - Submit official transcripts (high school and other colleges).

ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete Notification of Laptop/Steno Rental Equipment form.
- Complete an assessment for placement (Accuplacer or ACT).
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

APPROXIMATE COSTS

- \$140 per credit (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.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

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.

CONTACT

LTC Career Coach
920.693.1162 • CareerCoach@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10170106	Realtime Reporting 1	5
10170804	Realtime Reporting 1 Lab	1
10170144	Realtime Reporting Orientation	1
10170160	Legal Terminology	1
10801195	Written Communication OR 10801136 English Composition 1	3
10809198	Introduction to Psychology	3
14		
Term 2		
10170105	Realtime Reporting 2	5
10170805	Realtime Reporting 2 Lab	1
10170159	Realtime Reporting Technology	2
10170184	English for Realtime Reporters	1
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
12		
Term 3 (Summer)		
10170108	Realtime Reporting Speed Development	2
10170110	Deaf Culture for Broadcast Captioners	1
10170104	Broadcast Captioning Research Methods	1
10809122	Introduction To American Government OR 10809172 Race, Ethnic and Diversity Studies	3
10809196	Introduction to Sociology Skillbuilding 1, 2, or 3 (optional)	3
10		
Term 4		
10170109	Literary 1 - Advanced	2
10170128	Jury Charge 1 - Advanced	2
10170156	Testimony 1 - Advanced	3
10170859	Testimony 1 Lab - Advanced	1
10170171	Medical Reporting & Terminology	2
10170161	Realtime Reporting Technology Advanced	2
10809195	Economics OR 10809144 Macroeconomics	3
15		
Term 5		
10170145	Court Reporting Internship	1
10170111	Literary 2 - Advanced	2
10170129	Jury Charge 2 - Advanced	2
10170157	Testimony 2 - Advanced	3
10170857	Testimony 2 Lab - Advanced	1
10170146	Four Voice	1
10170141	Court Reporting Procedures	2
10170101	Captioning/CART	3
10804123	Math with Business Applications OR 10804106 Intro to College Math OR 10806112 Principles of Sustainability	3
18		
Term 6		
10170143	Internship in Broadcast Captioning/CART	1
TOTAL 70		
OPTIONAL CREDITS		
10170140	Realtime Reporting Speed Maintenance	2
BEGINNING COURSES REQUIRED PRIOR TO ADVANCED COURSES		
10170121	Jury Charge 1 - Beginner	2
10170122	Jury Charge 2 - Beginner	2
10170113	Literary 1 - Beginner	2
10170114	Literary 2 - Beginner	2
10170153	Testimony 1 - Beginner	2
10170154	Testimony 2 - Beginner	2

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



BROADCAST CAPTIONING RESEARCH METHODS...prepares the learner to prepare (research) prior to broadcast, conduct research in preparation for broadcasting international news, national news, local news, weather reports, sporting events, writing geographical terms, utilize culturally diverse terminology, and create job dictionaries.

CAPTIONING/CART...prepares the student to utilize realtime terminology and technology, follow guidelines in the CART providers manual, follow ADA regulations, describe CART provider and captioning requirements, write new punctuation and symbols, write a 30-minute news broadcast nonstop, finger-spell words, manage dictionaries, control caption spacing and placement, speaker ID's, write environmental sounds and descriptors, and write technical terms in various subjects. PREREQUISITE: 10170156 Testimony 1-Adv and 10170109 Literary 1-Adv

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, 10106128 or 10170128 Jury Chrg 1-Adv, 10106109 or 10170109 Lit 1-Adv, 10106156 or 10170156 Test 1-Adv & COREQ: 10106129 or 10170129 Jury Chrg 2-Adv, 10106111 or 10170111 Lit 2-Adv & 10106157 or 10170157 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.

DEAF CULTURE FOR BROADCAST CAPTIONERS...introduces the learner to basic terms and concepts related to deafness and hearing loss, the impact of deafness and hearing loss on people's life experiences, languages and communication strategies used by the deaf, the basic anatomy and audiology of the ear, the history of the deaf community, and deafness-related organizations and resources.

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.

FOUR VOICE...prepares the student to write four-voice testimony from material dictated at a minimum speed of 160 wpm for 5 minutes with a minimum of 95 percent accuracy. PREREQUISITE: 1017015 Testimony 1 Adv

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. Directs the student to an insightful understanding of the complexities of human relationships in personal, social, & vocational settings. COREQ: 10838105 Intro Reading & Study Skills or equiv

INTRODUCTION TO AMERICAN GOVERNMENT...introduces American political processes & institutions. It focuses on rights & responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks & balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. 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. PREREQUISITE: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or CONDITION: Minimum of 130 WPM met

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. PREREQUISITE: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or CONDITION: Minimum of 180 WPM met

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. PREREQUISITE: 10170113 Literary 1 - Beginner or 10106113 Literary 1 - Beginner or CONDITION: Minimum of 130 WPM met

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. PREREQUISITE: 10170114 Literary 2-Beginner or 10106114 Literary 2-Beginner or CONDITION: minimum of 160 words per minute 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 & COREQUISITE: 10838105 Intro Reading & 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-Adv or 10106156 Testimony 1-Adv

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

REALTIME REPORTING 1...prepares the learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation & special symbols, short forms & phases, words in their singular & 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 & 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.

REALTIME REPORTING TECHNOLOGY ADVANCED...prepares learner to expand their knowledge of computer-assisted transcription & realtime software, dictionary mgmt, specialized editing functions, transcript preparation, auto-included block files, & specialized macros for Steno-related tasks.

TESTIMONY 1 - ADVANCED...prepares the learner to write 2-voice testimony material at 160 wpm for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy & 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-Adv or 10106156 Testimony 1-Adv

TESTIMONY 2 - ADVANCED...prepares the learner to write 2-voice testimony material at 225 words per minute 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 - Advanced is required. PREREQUISITE: 10170154 Testimony 2 - Beginner or 10106154 Testimony 2 - Beginner or CONDITION: Minimum of 180 WPM

TESTIMONY 2 LAB - ADVANCED...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three, 5-minute, 2-voice timings at 225 wpm; 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 writing process, which includes prewriting, drafting, revising, & editing. Through a variety of writing assignments, student will analyze audience & purpose, research & organize ideas, and format & design documents based on subject matter & content. Keyboarding skills required for this course. Also develops critical reading & thinking skills through the analysis of a variety of written documents. PREREQUISITE: 10831103 Intro to College Wrtg equiv & COREQUISITE: 10838105 Intro Rdg & Study Skills or equiv