_	REQU	RED COURSE IVE COURSE							-		DIVISION NEW COI REVISION	URSE
				ake Land Colle	_							
				Course Information For	m							
COURSE NUMBER:		CRT-043		TITLE: (30 Characters	acters Max) Intro		ntro to	to Court Reporting/CAR				
SEM CR HRS:	1	Lecture:		1			Lab:	0			ECH:	1
Course Level:		Gen Ed / IAI Baccalaureate /Non-IAI		/Technical / Not in Degree Audit	Clinic	cal Practic	:um:	0	SOE/ Internship:	0	SOE ECH:	0
COURSE PCS #		12		IAI Code					C	ontact Hou	rs Per Week	
Repeatable (Y/N):	Υ	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	Ν	Min:		Max:	16 Wks	50	8 wks	100
Prerequisites:												
Catalog Description: (40 W Limit)	ord			court reporting. Examination obusiness environment, and edi		,	_	equipme	ent needs and te	chnologic	al trends, r	ole of

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
History of shorthand	2			
Official reporter	3			
Freelance reporter	3			
Captioner	2			
CART provider	2			
Equipment and technological trends	3			
TOTAL	15	0	0	0
	-		-	-
EVALUTION				

		LV/\LOTIOIV			
QUIZZES 🖸	EXAMS □		ORAL PRES	PAPERS -]
LAB WORK	PROJECTS □	С	COMP FINAL	OTHER]
		COURSE MATERIALS			
TITLE:	Guardians of the Record				
AUTHOR:	Herbert C. Hallas				
PUBLISHER:	Rivulet Ferry Press				
VOLUME/EDITION/URL:					
CODVDICHT DATE:	2017				

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
History of shorthand	2	Explain the history of stenography. Explain the progression from pen writing to machine writing to computer-aided transcription to realtime.
Official reporter	3	Identify duties of Official Court Reporter. Identify role of official reporter in the courtroom and out of the courtroom. Explain statutes pertaining to official reporters.
Freelance reporter	3	Identify duties of Freelance Court Reporter. Explain variety of hearings freelance reporter may cover. Explain freelance reporter's role in judicial system.
Captioner	2	 Identify duties of Captioner. Explain variety of jobs captioners cover. Explain role of captioners in emergency or disaster situations.

CART provider	2	Identify duties of CART provider. Identify variety of employment situations for CART providers. Explain pro bono aspect of providing CART. Explain and become familiar with deaf and hard of hearing community guidelines.
Equipment and technological trends	3	Identify equipment needs for all branches of reporters. Explain current technological trends. Explain and become familiar with most common CAT software companies.
Insert New Line Above this Line		
	15	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	List the four main fields of reporting and Explain what they entail.
	Explain the importance of realtime writing.
	Have the tools and information necessary to identify area of interest and future career path in reporting.
	Explain financial obligations of independent contractor and employee.

^{*} Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.