

Foundations of Court Reporting

PEIMS Code: N1303017

Abbreviation: FDCRTREP

Grade Level(s): 10–12

Award of Credit: 1.0

Approved Innovative Course

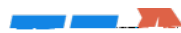
- Districts must have local board approval to implement innovative course.
- Innovative courses may only satisfy elective credit toward graduation requirements.
- Please refer to [TAC §74.13](#)

_____ for guidance on endorsements.

Course Description:

This course will enable the student to identify the parts of a computer-compatible steno machine and demonstrate proficiency in creating reports using the specialized chorded steno machine keyboard functions and computer software. The students will evaluate the workings of real-time reporting information systems and communications technology. The student will acquire the ability to write conflict-free real-time translation theory on a computer-compatible steno machine, using proper punctuation and grammar. The student will be able to create and organize a personal dictionary for brief form writing the most common words and phrases and a phonetic-based system for writing all words. The student will build reading and writing skills on literary material, jury charge material, and question/answer testimony to navigate the inner workings of the court system. These materials include but are not limited to courtroom filings, subpoenas, affidavits, and all other documents needing transcription. Additionally, students will demonstrate proper dictation practices required for cognitive theory translation and speed-accuracy development.

The central focus of the proposed course to provide students the opportunity to gain thorough knowledge and expertise in the field of legal court reporting. By completing the course, students would be able to build upon their foundation of learning to become licensed court reporters and obtain meaningful work in a high-demand area. The recommended participants for this course are



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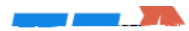
- (2) The Law, Public Safety, Corrections, and Security Career Cluster focuses on planning, managing, and providing legal services, public safety, protective services, and homeland security, including professional and technical support services.
- (3) Foundations of Court Reporting will enable the student to gain a greater understanding of real-time reporting information systems and communications technology. The student will develop the ability to write conflict-free real-time translation theory on a computer compatible steno machine, utilizing proper punctuation and grammar. The student will

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- (A) operate a steno machine for courtroom purposes; and
 - (B) demonstrate the steps necessary for the care of a steno machine.
- (5) The student communicates effectively and responsibly in a variety of ways. The student is expected to:
- (A) write a real-time translation theory;
 - (B) read real-time translation theory involving medical/technical dictation;
 - (C) transcribe thought into words in a timely manner;
 - (D) use two voices, distinctly from steno notes or from real-time screen, including portions read, with precise accuracy to record verbatim transcripts of courtroom proceedings;
 - (E) transcribe a minimum of three five-minute, two-voice testimony tests dictated at a minimum speed of 225 words per minute (wpm) with a minimum of 95 percent accuracy dictated at a minimum speed of 225 wpm; and
 - (F) create and organize a personal dictionary for brief form writing the most common words and phrases and a phonetic-based system for writing all words.
- (6) The student self-advocates by being able to explain the importance of the profession and the importance of professional growth in the career field. The student is expected to:
- (A) document nine weekly hours of steno time for professional development;
 - (B) document interactions with professional court reporter, broadcast captioner, Communication Access Real-time Translation (CART) captioner, as well as peer review experiences;
 - (C) describe and apply the following:
 - 113.749-0723, R.F. Ch. 3259-11 (b)(3) (rev. 1/3/19)
 - 113749-0.1 (c) (1) (e) (6)



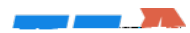
Recommended Resources and Materials:

Knapp, M.H. & McCormick, R.W. (2010). *The Complete Court Reporter's Handbook and Guide for Realtime Writers* (5th Edition). Lewiston, NY: Prentice-Hall, Inc.

Ritter, B.L. (2009) *StenEd Realtime Theory*. Melrose, Florida: Stenotype Educational Products, Inc.

Ritter, B.L. & Rhyne, P.P. (2005). *StenEd Realtime Professional Dictionary: For Reporting, Captioning, & Other Stenotype Professions*. Melrose, Florida: Stenotype Educational Products, Inc.

- Realtime Court Reporting Software
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Foundations of Court Reporting

Teacher qualifications:

An assignment for Foundations of Court Reporting is allowed with one of the following certificates.

- Grades 6-12 or Grades 9-12--Government.
- Grades 6-12 or Grades 9-12--Social Studies.
- Junior High School (Grades 9-10 only) or High School--Government-Political Science.
- Junior High School (Grades 9-10 only) or High School--Social Science, Composite.
- Secondary Government (Grades 6-12).
- Secondary Political Science (Grades 6-12).
- Secondary Social Science, Composite (Grades 6-12).
- Secondary Social Studies, Composite (Grades 6-12).
- Social Studies: Grades 7-12.
- Social Studies: Grades 8-12.
- Trade and Industrial Education: Grades 6-12. This assignment requires appropriate work approval.

Additional information: