

Judicial Reporting A.A.S.

Technical Education: 53 Credits

JRBC 1000 Realtime Reporting Orientation 1

Description: Students will receive a brief overview of what machine shorthand is and will be introduced to possible careers in real-time machine shorthand. Both the Judicial Reporting and Captioning/CART programs will be reviewed. Students will also learn the basics needed to begin to use computer-assisted, real-time transcription software, Windows, a stenotype machine, and a laptop in writing machine shorthand in court reporting. (Prerequisite: None)

JRBC 1005 Realtime Reporting I (4 credits)

Description: This course provides the student with skills to write conflict-free machine shorthand theory for computer-assisted realtime translation in court reporting and captioning and assistive realtime reporting for the hearing impaired. Students will also learn to read their steno notes. Students are expected to practice a minimum of 15 hours per week on their own. (Prerequisite: COMP 0100 or successful typing test out at 25 wpm or more)

JRBC 1030 Legal Terminology (2 credits)

Description: Students will learn and be familiar with terminology used in the legal professions. This course is designed to cover terms and phrases common to criminal, tort, contract, and property, estate family and business law. Courtroom terminology and common Latin terms and phrases will also be learned. Emphasis will be placed on spelling, definition and use of various legal terms. (Prerequisites: None)

COMP 1002 Computer Technologies for Communication (2 credits)

Description: This course is designed for students with little or no computer experience. In this course students will learn how to use a variety of technologies to communicate with others. Included will be internet usage, accessing and critically evaluating internet resources, setting up and using e-mail accounts, word processing, presentation graphics, and spreadsheet development. Topics such as data privacy and the impact of information technology on society will be addressed.

JRBC 1105 Realtime Reporting II (4 credits)

Description: This course will refine the student's conflict-free machine shorthand theory for computer-assisted realtime translation in court reporting and captioning and assistive realtime reporting for the hearing impaired. Students will begin working specifically on speed and accuracy goals. Students will continue reading and transcribing their steno notes. Students will also utilize CD recordings for additional practice. Students are expected to practice a minimum of 15 hours per week outside of class. (Prerequisite: JRBC 1005)

JRBC 1120 Realtime Reporting Technology (3 credits)

Description: This course introduces a number of introductory technology concepts and terminology used with both operating systems and application software. Students will learn basic computer-aided transcription

(CAT) and realtime translation software features. Students will learn about different types of technology applications that are currently used in different settings, including the computer-integrated courtroom (CIC), depositions, captioning and CART. (Prerequisites: JRBC 1005)

HLTH 1040 Medical Terminology (2 credits)

Description: This course is designed to cover word analysis, spelling and usage of word, roots, suffixes, and abbreviations common to the medical profession. Emphasis will be placed on spelling and constructing medical terms.

JRBC 2011 Transcription & English I (3 credits)

Description: Students will learn Basic English rules that are specific to the reporting and captioning profession and how to apply them when writing and transcribing. Students will learn the basic rules of grammar, spelling, punctuation, and capitalization. Students will expand their word knowledge through vocabulary development. (Prerequisites: READ 0900 (Reading Skills) and ENGL 0101 (Basic English) or equivalent passing Accuplacer scores)

JRBC 1200 Realtime Reporting III (4 credits)

Description: This course will refine the student's conflict-free machine shorthand theory for computer-assisted, realtime translation in court reporting, captioning and CART. Students will continue working on speed and accuracy goals for literacy, jury charge, and 2-voice testimony. This course focuses on 80-100 wpm. Students will continue reading and transcribing their steno notes. Students will also utilize CD discs and cassette tapes from the lab for additional practice. Students are expected to practice a minimum of 15 hours per week outside of class. Students are expected to utilize the lab as assigned. This is an open-exit course; once requirements are completed, students may move on to Realtime Reporting IV (JRBC 2000). (Prerequisites: JRBC 1105)

JRBC 2016 Transcription & English II (3 credits)

Description: This course will cover transcript production and considerations that need to be made when creating transcripts for sale. Students will learn transcript production of Judicial Reporting proceedings as well as for broadcast captioning/CART. Students will learn to use reference materials when producing transcripts and how to locate additional references when needed. Students will also learn Advanced English rules that are specific to the reporting profession and how to apply them when writing and transcribing. Students will continue to develop advanced vocabulary usage.

JRBC 2000 Realtime Reporting IV (4 credits)

Description: This course will refine the student's conflict-free machine shorthand theory for computer-assisted, realtime translation in court reporting, captioning and CART. Students will continue to work on speed and accuracy goals for literacy, jury charge, and 2-voice testimony. The course focuses on 120-140 wpm. Students will continue reading and transcribing their steno notes. Students will also utilize CD discs and cassette tapes from the lab for additional practice. Students are expected to practice a minimum of 15

hours per week outside of class. Students are expected to utilize the lab as assigned. This is an open-exit course; once requirements are completed, students may move on to Realtime Reporting V (JRBC 2100). (Prerequisite: JRBC 1200)

JRBC 2030 Judicial Reporting Procedures (3 credits)

Description: This course covers reporting procedures that will be used in trials, depositions, and hearings. It covers marking and handling exhibits, handling of notes, and interrupting speakers. It will also cover what the standards are regarding off the record discussions, sidebars, interpreters, swearing/affirming witnesses, jury polling, certifying questions, voir dire of a jury, and reading and signing of depositions. Students will learn the contents of the NCRA code of Professional Ethics and how that relates to their future work. Students will become familiar with supplies commonly used in the field.

ADSC 1006 Business Law (4 credits)

Description: Business Law is an introduction to the principles of law as they apply to citizens and businesses. Topics include the civil and criminal court systems, contracts, Uniform Commercial Code, bailments, negotiable instruments, agency and employment, consumer protection laws, ethics, cyberlaw, environmental law, and employment discrimination. On-line activities will be included in the course.

JRBC 2100 Realtime Reporting V (4 credits)

Description: This course will refine the student's conflict-free machine shorthand theory for computer-assisted, realtime translation in court reporting and captioning and assistive realtime reporting for the hearing impaired. Students will continue working on speed and accuracy goals. Students will continue reading and transcribing their steno notes. Students will also utilize CD recordings for additional practice. Students are expected to practice a minimum of 15 hours per week outside of class. This is an open-exit course; once requirements are completed, Judicial Reporting students may move on to JRBC 2120, Realtime Reporting VI. (Prerequisites: JRBC 2000)

ADSC 1060 Government, Courts & MN Criminal Law (3 credits)

Description: This course begins with a review of the U.S. Constitution and the branches of government and continues with an introduction to the state and federal court systems, Minnesota pleadings, and court procedures. The second half of the course covers types and classes of crimes, Minnesota criminal statutes, investigative procedures, Constitutional rights of the defendant, pretrial and trial procedures and documents for juveniles and adults, and sentencing patterns.

ADSC 1340 Business Job Seeking Skills (1 credit)

Description: The student will develop key job-search skills needed for a successful self-directed job search as well as the critical attitudes needed for job keeping. A resume and an application letter will be prepared.

JRBC 2120 Realtime Reporting VI (4 credits)

Description: This course will refine the student's conflict-free machine shorthand theory for computer-assisted, realtime translation in court. Students will continue working on speed and accuracy for literary, jury charge and 2-voice testimony. This course focuses on 200-225 wpm. Students will continue reading and transcribing their steno notes. Students will also utilize CD discs and cassette tapes from the lab for additional practice. Students are expected to practice a minimum of 15 hours per week outside of class. Students are expected to utilize the lab as assigned. (Prerequisite: JRBC 2100)

JRBC 2140 Judicial Reporting Internship (2 credits)

Description: This course will give the student actual writing time in a reporting setting. Wherever possible, students will be given opportunities to do realtime reporting in court and deposition settings with official and freelance reporters. Students will use these reporting opportunities to create a (not-for-sale) transcript. Internship opportunities will only be arranged through the school. (Prerequisite: None)