

CTE - CIP Course Details Catalog

Cluster: Law, Public Safety, Corrections and Security

CIP: 22.0303 - Court Reporting and Captioning/Court Reporter

Status: Open Start Year: 2022 End Year:

Group 1 - Orientation Courses: Exploratory coursework, could be offered at the secondary level or prior-to-secondary in 7th or 8th grade.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
15001A001	Exploration of Public Service Careers	3.00	2022	
22151A001	Career Exploration	1.00	2022	

Group 2 - Introductory Courses: Introductory coursework for the program of study.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04166A003	Introduction to Stenography and Machine Shorthand Theory	3.00	2022	

Group 3 - Skills Courses: More in-depth courses for program concentrators.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04166A002	Court Reporting & Stenography	1.00	2022	

Group 4 - Advanced Courses: More advanced courses for learners completing a program of study to allow for specialization.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04166A004	Court Reporting and Stenography Speedbuilding Lab	3.00	2022	

Group 5 - Workplace Experience: Similar model to the existing Cooperative Education coursework that is designed to give students relevant work experience

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04198A002	Court Reporting and Captioning Workplace Experience	3.00	2022	
15998A001	Law, Public Safety, Corrections & Security Workplace Experience	3.00	2022	

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Course Descriptions

CIP: 22.0303 - Court Reporting and Captioning/Court Reporter

State Course ID: 15001A001 **Course Title:** Exploration of Public Service Careers

Exploration of Public Service Careers courses expose students to the duties, responsibilities, requirements, and career opportunities within public service. Course topics vary and may include (but are not limited to) protective services; correction, judicial, and probation services; fire protection and fire fighting; public administration; and social work. Course activities depend upon the career clusters that students explore.

State Course ID: 22151A001 **Course Title:** Career Exploration

Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

State Course ID: 04166A003 **Course Title:** Introduction to Stenography and Machine Shorthand Theory

Introduction to Stenography and Machine Shorthand Theory introduces students to the fields of shorthand reporting, court reporting, captioning and Communication Access Realtime Translation (CART). The course provides an examination of the history of reporting, equipment needs, technological trends, and the roles of reporters within legal system, communications, business environment, and educational system. Additional topics include an introduction to theory, keyboard familiarization, vowel usage, punctuation, numbers, high-frequency words, and advanced writing principles. Students will begin developing foundational real-time writing skills and keyboard mastery through practice of finger drills and sentence drills involving high-frequency words and phrases.

State Course ID: 04166A002 **Course Title:** Court Reporting & Stenography

Court Reporting and Stenography is designed to prepare students to enter the field of shorthand reporting, court reporting, captioning and Communication Access Realtime Translation (CART). Students will continue to develop skills in the following areas: reading and translating stenographic notes; edit transcripts; demonstrate the printing of paper and pdf transcripts; modify, create, and use master dictionary and job dictionaries; develop familiarity with common materials in court reporting and stenography (e.g., jury charge, literary material, medical terminology, etc.). The course also provides preparation for Illinois Certified Shorthand Reporter (CSR) exam including developing speed to 180-225 words per minute on literary, jury charge, and Q&A material and preparation for the written knowledge portion of CSR by reviewing grammar, vocabulary, and technology.

State Course ID: 04166A004 **Course Title:** Court Reporting and Stenography Speedbuilding Lab

Court Reporting and Stenography Speedbuilding Lab courses provide additional opportunities for students to develop speed and fluency to 225 words per minute in preparation for the Certified Shorthand Reporter (CSR) exam. Course topics could also include additional preparation for the written knowledge portion of the CSR exam and exploration of legal and medical terminology.

State Course ID: 04198A002 **Course Title:** Court Reporting and Captioning Workplace Experience

Court Reporting and Captioning Workplace Experience courses provide students with work experience in a field related to Court Reporting and Captioning. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.

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CIP: 22.0303 - Court Reporting and Captioning/Court Reporter

State Course ID: 15998A001 **Course Title:** Law, Public Safety, Corrections & Security Workplace Experience

Law, Public Safety, Corrections & Security Workplace Experience courses provide work experience in fields related to the Law, Public Safety, Corrections & Security cluster. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.