Captioning – Sequence A  
Associate in Applied Arts Degree  
173-208 Credits

Realtime captioning is done by specially trained court reporters called stenocaptioners. The stenocaptioner utilizes a steno machine to provide captions of live television programs and other forms of media for viewers with hearing loss through realtime technology that instantly produces readable English text. Broadcast captioners work for local stations and for national networks captioning news, emergency broadcasts, sporting events, and other programming.

Another facet of captioning is called Communication Access Realtime Translation (CART). This area allows stenocaptioners to provide more personalized services for people with hearing loss. CART captioners may accompany deaf or hard-of-hearing clients as needed to classes, meetings, conferences, doctor appointments, church services, etc., to provide instant conversion of speech into text utilizing the steno machine linked to a laptop, tablet, or other smart device.

The Green River Court Reporting & Captioning program is approved by the National Court Reporters Association. All students entering the program must be high school graduates or have earned a GED certificate. A spelling placement test score of 90 percent accuracy or higher or ENGL 090 is required prior to entry into the Court Reporting & Captioning program.

Upon completion of the required classes, students qualify for the Associate in Applied Arts degree in Captioning.

**Captioning (Broadcast Captioning):**
Requires internship completion of 25 hours of writing time on campus, off-site, or remotely, under the supervision of an institutional instructor or a practicing captioner. Fifteen hours of research and dictionary preparation is also required. Students must pass three 15-minute literary broadcast material takes at 180 wpm at 96 percent accuracy or higher, pass two 5-minute tests on Q&A (two-voice) at 225 wpm with 95 percent accuracy or higher; and pass three 5-minute realtime literary tests with a minimum of 96% accuracy.

**CART (Educational Captioning):**
Requires internship completion of 25 hours of writing time on campus, off-site, or remotely, under the supervision of an institutional instructor or a practicing CART captioner.  Fifteen hours of research and dictionary preparation is also required.  Students must pass three 5-minute realtime literary takes at 180 wpm at 96 percent accuracy; pass two 5-minute tests on Q&A (two-voice) at 225 wpm with 95 percent accuracy; submit an unedited realtime translation of two 30-minute segments on varied topics with variable speeds of 180-200 wpm with a goal of 96% accuracy or higher for evaluation purposes.  In addition to the course work, there are recommended state and/or national examinations that a student should pass to become a captioner or CART provider.

**Contacts:**  
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<table>
<thead>
<tr>
<th>Dept./No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td># 8 A 145 or</td>
<td>Business Computation or</td>
<td></td>
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<tr>
<td>BTAC 110 or</td>
<td>Business Math Applications or</td>
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<tr>
<td>MATH 072</td>
<td>Eligible for MATH 072, Elementary Algebra</td>
<td>0-5</td>
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BTAC 109  Legal Terminology 3
BTAC 125  Medical Terminology for Office Administration 5
# BTAC 130 or  Business Correspondence or
   ENGL& 101 or  English Composition I or
   ENGL 109  Writing for Trades and Professional/Technical Degrees 5
# CMST 100 or  Fundamentals of Oral Communication or
   CMST 217 or  Communication for Business and Professions or
   CMST& 220  Public Speaking 5
CRPT 087  Machine Shorthand Theory 1 10
CRPT 088  Machine Shorthand Theory 2 10
CRPT 089  Machine Shorthand Theory 3 10
CRPT 101  Machine Shorthand 60 wpm 10
CRPT 102  Machine Shorthand 80 wpm 10-16
CRPT 133  Machine Shorthand 100 wpm 12-16
CRPT 134  Machine Shorthand 120 wpm 12-16
CRPT 135  Machine Shorthand 140 wpm 12-16
CRPT 136  Machine Shorthand 160 wpm 12-16
# CRPT 153  Court Reporting Procedures 1 5
CRPT 201  Machine Shorthand 180 wpm 12-16
CRPT 202  Machine Shorthand 200 wpm 12-16
CRPT 203  Machine Shorthand 225 wpm 12-16
CRPT 250  Computer-Aided Transcription 3
CRPT 251  Introduction to Captioning/Alternative Careers 3
CRPT 252  Captioning Internship 1 4
CRPT 253  Captioning Internship 2 4
ECED 220  Introduction to Sign Language 2

Electives: To enhance the student’s preparation for future employment, the following are recommended:

ACCT 110  Practical Financial Accounting 1 5
BTAC 100  Fundamentals of Computers 5
BTAC 107 or  Typing Speed and Accuracy 1 or
   BTAC 108 or  Typing Speed and Accuracy 2 or
* Typing test 60 wpm with less than 5 errors 0-4
BTAC 184  Internet and Basic Web Design 5
BTAC 266  Inside Microsoft Office 5
BUS 103  Business Leadership 5
BUS& 201 or  Business Law and Regulations of the Law or
   POLS& 200  Introduction to Law 5
CRPT 255  Computer-Aided Transcription-Advanced 3
ENGL 106  Vocabulary Mastery 5
INFO 110  Information Literacy and Research Skills 2

Additional Electives: Electives might not be eligible for financial aid or veteran’s benefits. (See your financial aid advisor.)
BTAC 112  Beginning Word 5
BTAC 255  Advanced Word  5
PHIL 112  Ethics in the Workplace  5

# Satisfies related instruction requirements.

* Keyboarding/typing skills may be demonstrated by passing two 5-minute typing tests at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Technologies and Administrative Careers Department.