

Stenograph Basic Broadcast Captioning *Curriculum & Resources*

Curriculum

I The Captioning Environment

- What is Captioning?
 - Captioning Defined
 - Types, Modes & Styles of Captions
- Why Do We Caption?
 - The Captioning Consumer*
 - The CART Environment*
 - Deaf Culture*
 - Legal & Regulatory Environment of Captioning
- History of Captioning & Captions
- Understanding Television Programming and Production for Captioners
- The Captioner's Supporting Cast

II Captioner's Tools & Technologies

- Television, Station and Transmission Equipment
- Captioner's Steno Equipment and How to Maintain It
- Audio Amplification Equipment
- Captioning Communications Equipment
- The Captioner's Computer Equipment
- Captioning Software
- Station & Applications Software
- Computer Peripherals
 - Captioners' Peripheral Devices
 - Ports, Buses, PC & Memory Cards
 - Basic Computer Skills:
- Power Supplies & Backups
- Captioner's Dictionaries
- Captioner's Technical Support
- Networks
- The Captioner's Internet
- Overview of Research & Reference Tools

III Preparing to Be a Steno-Captioner

- Characteristics of a Successful Captioner
- Psychology of On-Air Captioning
- Phonetics for Captioners
- Writing Skills for Captioners
 - Theory Adaptations & When to Make Them
 - Realtime Writing for Captioners*
 - Punctuation for Captioners
 - How & Why of Captioning Briefs
 - Conflict Identification & Resolution
- Knowledge Management for Captioners
 - Background Knowledge*
 - Cultural Literacy*
 - Current Events*
- Dictionary Science for Captioners
- Building Writing Endurance

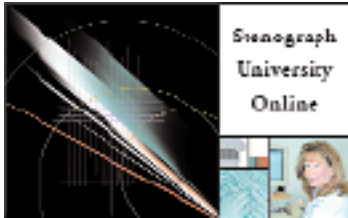
IV Producing Captions

- Anatomy of a Caption
- A Day in the Life of a Captioner
- Process of the Captioning Session
 - Assignment Selection
 - Research
 - Prescripting
 - Styles & Parameters of Captions
 - Special Captioning Formats
 - Sending Captions Line-by-Line
 - The Captioning Session

V Trouble Management for Captioners

- Troubleshooting Problems at the Station End
- Troubleshooting Problems at the Captioner's End
- Troubleshooting Problems between Captioner & Station
- Troubleshooting File Problems

**Denotes a lengthy sub-module sequence. For more information on descriptions of all the elements in these modules, please contact Stenograph.*



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Curriculum *(cont.)*

VI Professional Development for Captioners

- Possible Captioners' Job Configurations
- Employment Preparation
- Job Search & Interviewing
- How Captioners are Evaluated
- A Day in the Life of a Captioning "Trainee"
- Testing & Preparation to Test
- Certification Preparation

Supplemental Programs & Curricula

- CART Supplement**
 - Machine Shorthand Skills for CART Providers
 - CART Equipment & Display
 - CART Ethics & Practice
- Captioning Academics**
 - Anatomy & Physiology
 - Astronomy
 - Biology
 - Chemistry
 - History
 - Psychology
 - Sociology
 - American Literature
 - English Composition
 - Public Speaking
 - Legal Terminology
 - Meteorology...
- Stenograph Online Speedbuilding
- The Caption Accelerator
- Captioning Internship Services through Caption Colorado, L.L.C. *Coming soon*

****Available online at additional cost through supplementary materials or through published course cartridges.**

Resources

Suitable for: Traditional or online classroom communities.

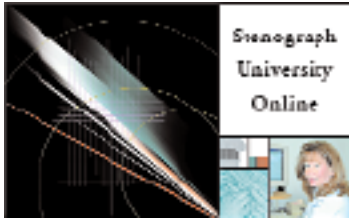
Media Practice Library

Over 500 streaming broadcasts from a variety of stations with vocabulary lists, transcript and prepared drill materials. (500 additional broadcasts are planned for addition each calendar quarter.)

- News (Single & Multi-voice Libraries)
 - US News
 - World News
 - Weather & Environment
 - Sports
 - Finance
 - Business & Industry
 - Arts & Entertainment
 - Science & Technology
 - Health & Medicine
 - Culture & Beliefs
 - Law & Crime
 - Politics & Government
 - Education
 - Food & Dining
 - Travel & Leisure
 - Disasters, Catastrophes & Emergencies
- Specialty News Programming
 - Interviews
 - News Magazines
 - Financial Reporting *Coming soon*

Video Broadcasts

- Local News on CD (108 Broadcasts)



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Resources (cont.)

Global Knowledge Pre & Post Test Banks, Research Materials and Projects for Captioners

- Background Knowledge
 - Geography
 - Food & Beverages
 - Medical & Health
 - Entertainment
 - Sports
 - History
 - Music
 - Monuments & Famous Places
 - Military & Weapons
 - Automobiles
 - Accidents & Insurance
 - Disasters
 - Emergency
 - Finance & Business
 - Science & Technology
 - Federal Government
 - Crime & Law
 - Computer Terms
 - Religions
 - Hollywood Names
 - Politicians
 - Education Terms
 - Animals
 - Psychology
 - Plants
 - Weather & Climate
- Cultural Literacy
 - Bible, Mythology & Folklore
 - Proverbs, Idioms & Sayings
 - World Literature, Philosophy & Religion
 - Literature in English
 - Conventions in Written English
 - Fine Arts
 - Ancient History

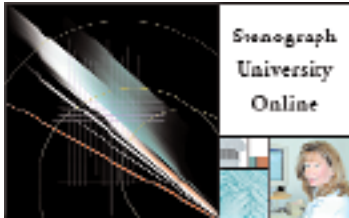
- World History
- American History
- World Politics
- American Politics
- World Geography
- Anthropology, Sociology & Psychology
- Business & Economics
- Physical Sciences & Mathematics
- Life Sciences
- Earth Sciences, Weather & Environment
- Medicine & Health
- Technology

• Current Events

The current events library presents a weekly summary of issues in the news each week for up to 52 weeks. The current starting week for the library is October 3, 2003

Teacher's Resources:

- Start-up teacher training
- Getting started guide
- Scope and sequence guides for semester and quarter scheduling
- Learning objectives for each Lesson
- Suggested lesson Navigation for each lesson
- Estimated hours to completion for each lesson
- Lesson tests
- Guides to evaluation of student captioners' assignments & tests
- NCRA GRAMS compliance guide
- Supplemental projects and exercises
- Supplemental research tools
- Teacher's Textbook Kit
- Streaming material suitable for use in NCRA-mandated "Line by Line Analysis of Captioner's Notes" sessions



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Resources *(cont.)*

Student Resource Kit

Each enrolled student receives a course kit, including:

- Broadcast News & Deaf Culture reprint set
- 16 CD set of practice video broadcasts
- 3 CD set of multimedia lesson files
- Access to all streaming broadcast practice & knowledge-building libraries
- Access to all course materials

Software Compatibility

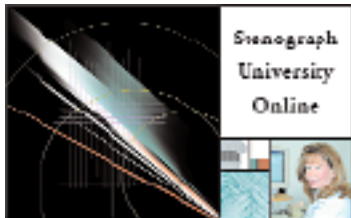
Basic Broadcast Captioning course content is designed for use with ANY CAT or captioning software. However, caseCATalyst4 version 5 and higher versions provide the following additional functionalities:

- Realtime captioning output within student software
- Ability to test online from remote student locations through StenoKeys interface

Stenograph University Online Services

When you use Stenograph course content you don't just receive great multimedia content, you also get great services, such as:

- Teacher mentoring and training. Teacher training and development courses. Many courses are already approved by NCRA for CEU points.
- Instructor support. You are never more than a phone call or mouse click away. And we provide a toll-free 800 number and e-mail support for students too.
- "Get Started" instructor training. You are welcome to arrange training at Stenograph in any of the 18 online teaching classes already approved by NCRA for CEUs with appropriate advance notice. On campus delivery is also available for a modest fee. If you travel to Stenograph for training, you are responsible for your travel, lodging, and transportation costs while here.
- A variety of assessment tools. Testing tools include most standard test types, which can be delivered online or on-ground. We also have protocols to allow online steno testing for students equipped with designated software and computer systems. Testing tools also include a variety of security features, many of which can be enabled or disabled at the instructor's discretion.



Stenograph University Online Services

Technology features

- Ready-to-use multimedia course content.
- Extensive streaming media broadcast captioning library.
- Variable speed playback capability for all recorded practice materials.
- Multiple security features and options.
- Extensive online communication tools to build multiple types of interactivity within each course to ensure effective student-content, peer-to-peer, teacher-student, teacher-class, and mentoring interaction.
- Course sites teachers can use “as is” or personalize.
- While the course includes a complete set of textual readings including original materials developed by the authors and reprints from selected texts that are included in the price of each student package, Basic Broadcast Captioning is also designed for use with either of the following texts:
 - Alternative Realtime Careers, by Gary D. Robson
 - The Closed Captioning Handbook, by Gary D. Robson
- Writing skills sections of the course may also be used with the following popular practice tools:
 - Realtime Writing, 2nd Edition, by The National Captioning Institute
 - The Caption Accelerator, by Teresa R. Gaudet, CSR, CRI, CPE
- User-friendly technology supported by two levels of instructor support.
- Extensive documentation and user guides available.
- caseCATalyst4 version 5 student software includes realtime captioning programmed to input student steno assignments directly to all Blackboard 6.0 test and communication areas and is highly recommended for use with this course. Contact Stenograph for details.

Access to Stenograph University Online captioning training for pre-professional students is available for school adoption and use at very attractive pricing. For more information, please contact:

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