

# LEARN TO [CAPTION]<sup>TM</sup>

**Course Title: Caption Masters Series II (Online)**

**Session: Start on your schedule (course must be completed in 16 weeks)**

**Earn: 1.075 CEU and 1.0 PDC for a total of 2.075 credits.**

**Caption Masters is an approved substitute for the NCRA CRC Workshop. After successfully completing Caption Masters, you may take the CRC exam.**

**Prerequisites: Must be a proficient realtime writer with thorough knowledge of CAT software. CRR is preferred. Four-month subscription to Realtime Coach is required for weekly assignments. This fee is in addition to the course fee.**

**Instructor: Anissa R. Nierenberger, RPR, CRR, CRC, CRI, B.S. Realtime Reporting**

**Office Hours: By appointment**

**E-mail: [Anissa@LearnToCaption.com](mailto:Anissa@LearnToCaption.com)**

**Phone: Anissa: 517-410-2209**

**Office Location: Boise, Idaho (Mountain Time)**

**Class Days/Time: There are four 2-hour recorded lectures. You'll be given access to each one the first weekend of each month and they must be viewed within the first week of the month.**

**Description:** The original Caption Masters Series (CMS) seminar has trained hundreds of realtime reporters to become skilled broadcast captioners. The Caption Masters Series has been adapted into Caption Master Series II, a remote version of the seminar taught over the course of 4 months. Caption Masters Series II is unique because it is the only program in the industry that provides you with an individual weekly review on each assignment.

This innovative training program will prepare you for a career as an A+ broadcast captioning. This program has been specifically designed by experts in the field to provide participants with hands-on training through online multi-media seminars, Realtime Coach which delivers immediate feedback, two manuals, dictionary building software and individualized, weekly realtime writing evaluations.

After the course has ended, you are entitled to one hour of one-on-one with Anissa. She'll watch you write a half hour of CNN and then a half hour will be spent reviewing your writing to assess if you're ready to go on air! Simply email Anissa when you feel that you're ready to write at a TAR of 98.5%.

## Student Learning Outcomes (SLOs):

Below are the student learning outcomes for Caption Masters II:

- Learn how to properly review a file.
- Develop a dictionary with broader vocabulary capabilities utilizing a Caption Masters version of Dictionary Jumpstart provided with the course
- Use Realtime Coach connected with your CAT system to receive instant feedback on every assignment.
- Understand caption-specific numbers rules, descriptors, redefining profanity to be removed entirely from your dictionary
- Exposure to local news, national news, weather, financial calls, religious programming, food segments, golf, basketball, baseball and football
- Learn of equipment set-up and costs associated with becoming a closed captioner

## Required Materials:

1. NCRA Captioning Guidelines Manual (free)
2. Caption Masters Captioning Manual (\$50 but included with enrollment)
3. 4-month subscription to Realtime Coach Caption Masters (\$144)
4. Dictionary Jumpstart Caption Masters Version (included with enrollment)

## Grading:

The goal for every assignment is a minimum of 98.5%. While guidance can be given on how to get there, homework is your responsibility. Plan on approximately 10 hours per week. You may write every assignment numerous times to attain the 98.5%, except for tests which are the last assignment of every month.

With every assignment, you must turn in items 1-4:

1. A .doc or .rtf of the homework file in 12 Arial font, single spaced, with one inch margins. Please no headers, footers or line numbers in the transcript.
2. .rtf dictionary file formats of dictionaries assigned to be created in Dictionary Jumpstart.
3. Upload final homework assignment to Realtime Coach.
4. A detailed REF sheet. The error is written on the sheet, beside is written s/b for supposed to be and an asterisk (\*) is put by the entry if you added this to your dictionary.
5. Expect to receive feedback on your homework within 48 hours of the due date of midnight Sunday. By Tuesday at midnight, you'll have individualized feedback on what you need to work on prior to the next week's assignment.
6. **Homework assignments must be received every Sunday by midnight.** No credit will be given for any late assignment. Plan your week accordingly. Sitting down on Sunday to complete the homework is *highly* discouraged. We recommend setting aside a minimum of 10 to 12 hours per week for this 16-week course.

## **Caption Masters is broken down into 4 one-month modules:**

### **Module 1 | Introduction to Broadcast Captioning**

History of Captioning—FCC Rules  
Advanced Realtime (Prefixes, Root Pieces, Suffixes, Conflicts)  
Intro to Captioning Format (Punctuation, I.D.s & Descriptors)  
Understanding TV Programming and Production  
Job Dictionary Development  
Proper Show Preparation  
Research and Reference Tools  
How to Properly Edit A File  
Realtime Evaluation Form (REF)  
Local News and National News  
Writing exercises  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 2 | Captioning... Your Brand New Career & One Topic Content Programming**

Psychology of on-air captioning  
Importance of Paraphrasing, Editing and Fingerspelling  
How it's going to LOOK  
One topic – Weather, Financial Calls, Religious Programming  
Dictionary Management – Main, Job and Court  
D.O. – Detailed and Organized  
Slang and Obscenities  
Realtime Evaluation Form (REF)  
Writing exercises  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 3 | It's All About Style! One Topic Content Continued**

Acronyms  
Proper number translation  
Captioning Style Guidelines  
Phonetics for Captioning  
Caption Conventions and Parameters  
Captioner's Technical Support  
Captioner Checklist  
Receiving an Assignment  
Fingerspelling, punctuation and alphabets  
PBS, Food, Prescription Drugs  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 4 | Equipment, Music, and Sports**

Hardware, Software, and Computer Peripherals  
Equipment setup and Costs  
Audio and Video Setups  
Captioning music  
Prescripting & sending captions line by line  
Prepping for Sports  
Golf, Basketball, Football and Baseball  
Writing Assignments, Dictation, Dictionary Building + Test

**Payment Information:**

[www.LearnToCaption.com](http://www.LearnToCaption.com). Click on Store, Shop Training, & choose Caption Masters.

Week	Dictionaries	Homework
W1: 1240	Local News 2 DJ: Anti- words, Local News 2	Local News 2 ^point briefs
W2: 1825	World News #1 DJ: ABC Correspondents & World News #1	World News #1 ^ical and ^berry briefs
W3: 1686	World News #2 DJ: World News #2	World News #2 ^stitution briefs
W4: 1533	World News #3 DJ: World News #3	World News #3 ^ground briefs
W5: 1188	Spring Weather – Live Recording DJ: Weather Terms, U.S. Cities & Spring Weather	Spring Weather - Live ^zzle briefs
W6: 1129	PBS Arizona Horizon DJ: U.S. Governors	PBS Arizona Horizon
W7: 1590	Religious Terms DJ: Bible Summary and religious terms	Bible Summary ^dom briefs
W8: 1989	KIRO News #1 DJ: KIRO1	KIRO Prep #1
W9: 1781	BBQ DJ: Food	BBQ ^con & ^com words
W10:	Obscenities DJ: Brand Names	Maintenance
W11: 1126	Prescription Drugs – Live Recording DJ: Top 100 Drugs and Rx Drugs	Prescription Drugs a^ prefix briefs
W 12: 1900	KIRO News #2 DJ: KIRO2	KIRO Prep #2 fun couple briefs
W13: 762	Heat vs. Thunder DJ: Basketball terms and two rosters	Heat vs. Thunder
W14: 312	Jets vs. Jaguars DJ: Football terms and Jets/Jaguars	Jets vs. Jaguars ^son briefs
W15: 1905	KC Royals DJ: Baseball terms and roster	Kansas City Royals ^ship briefs
W16: 1997	KIRO News #3 DJ: KIRO3	KIRO Prep #3

**ALL homework assignments must be received to earn any CEU credit.  
There are no refunds.**