

# COURT REPORTING

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This is a non-credit program.

This program is designed to provide basic knowledge in the accurate documentation and recording of proceedings of courts, legislative assemblies, committee meetings, live transcription, and closed captioning. The program will prepare students for a robust career with great earning potential, job options and flexibility.

Students in this 18 month cohort program complete six 11-week, modules utilizing Mark Kislingsbury's theory and curriculum, which is known among the profession for its short writing method, giving students an advantage in completing the training. Students can expect to learn about theory, speed building, computer-aided transcription (CAT) software, medical terminology, and English vocabulary and punctuation during the program.

| Course                   | Title                                    | Hours     |
|--------------------------|--|-----------|
| <b>General Education</b> |  |           |
| CRTR-1301                | Introduction to Captioning/CART          | 3         |
| CRTR-1404                |  |           |
| CRTR-1207                | Machine Shorthand Speed building         | 2         |
| CRTR-1312                | Court Reporting Communications           | 3         |
| CRTR-1306                | Machine Shorthand II                     | 3         |
| CRTR-2218                | Testimony Dictation I                    | 2         |
| CRTR-1214                | Court Reporting Technology I             | 2         |
| CRTR-1257                | Literary/Jury Charge Dictation           | 2         |
| CRTR-2219                | Testimony Dictation II                   | 2         |
| CRTR-1208                | Real-time Court Reporting I              | 2         |
| CRTR-2331                | Court Reporter Certification Preparation | 3         |
| <b>Hours</b>             |  | <b>24</b> |
| <b>Total Hours</b>       |  | <b>24</b> |