

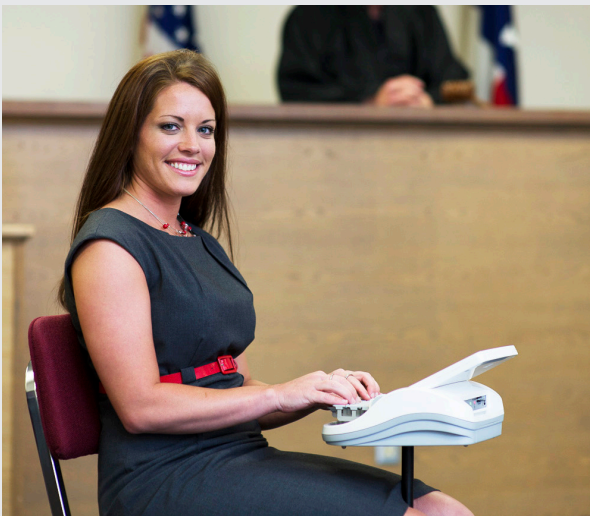
Program Description

A court reporter is an official witness to a legal proceeding of any type who preserves what is said by all present. The reporter is the neutral observer, whose record of the event becomes the official record before the law of what is spoken at a deposition, hearing, trial or other proceeding. A captioner is a trained individual who, as words are spoken, writes the proceedings, and the text appears on a computer monitor, television, or projection screen. A scopist is one who edits a transcript translated by CAT (Computer-Aided-Transcription) software into English.

Since 1975, Alvin Community College has been recognized in the court reporting industry for graduating highly trained professionals. The quality is so high that the Texas Higher Education Coordinating Board recognized it as an Exemplary program. This explains why students testify to the personal attention and outstanding instruction found in the ACC Court Reporting program.

Career Opportunities

Court reporting graduates have a variety of career options. From the courthouse to TV studios, court reporters, deposition reporters, and broadcast captioners are in demand! Embark on a career that's vital, exciting, and rewarding, with coast-to-coast opportunities at your fingertips.



Options

Associate of Applied Science Degree*

Court Reporting 60 credit hours

*The AAS degree is a two-year program. However, the courses are offered in a way to allow students to progress at their own rates. Accommodations are made for students to receive credit for work previously accomplished through the credit-by-exam procedure.

Enhanced Skills Certificate**

Captioning 66 credit hours

**The Enhanced Skills Certificate prepares AAS degree students to also work in the captioning arena: off-line and on-line captioning and also realtime translation of meetings, seminars, and classroom instruction.

Certificates

Court Reporting 45 credit hours

Court Reporting Scopist 20 credit hours

For more information call 281-756-3757 or email CourtReporting@alvincollege.edu.

Alvin Community College is an equal opportunity institution and does not discriminate against anyone on the basis of race, religion, color, sex, pregnancy, gender equity, sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service or veterans status.

If you have a disability and need assistance or require special accommodations contact the Office of Disability Services at 281-756-3533 or ods@alvincollege.edu.



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Associate of Applied Science Degree

FIRST YEAR First Semester	credits
CRTR 1202 - Law & Legal Terminology	2
CRTR 1312 - Court Reporting Communications I	3
CRTR 1404 - Machine Shorthand I - Theory	4
+Select from Creative Arts Core Curriculum or +Select from Language, Philosophy & Culture Core Curriculum	3
Second Semester	credits
CRTR 1207 - Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214 - Court Reporting Technology I	2
CRTR 1306 - Machine Shorthand II (60-80-100)	3
CRTR 2206 - Medical Court Reporting	2
CRTR 2311 - Court Reporting Communications II	3
Third Semester	credits
CRTR 1208 - Realtime Court Reporting I	2
CRTR 1257 - Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301 - Intermediate Machine Shorthand (120-140)	3
+Select from Social & Behavioral Sciences Core Curriculum	3
SECOND YEAR First Semester	credits
CRTR 1259 - Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217 - Technical Dictation	2
CRTR 2303 - Advanced Machine Shorthand (160-180)	3
CRTR 2312 - Court Reporting Procedures	3
+Select from Government/Political Science Core Curriculum	3
Second Semester	credits
CRTR 2231 - Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335 - Accelerated Machine Shorthand (200-225)	3
+Select from Mathematics Core Curriculum or +Select from Life & Physical Sciences Core Curriculum	3
Third Semester	credits
*CRTR 2281 - Cooperative Education - Court Reporting/ Court Reporter	2
+SPCH 1318 - Interpersonal Communications	3
Court Reporting (A.A.S.) Degree w/ Enhanced Skills Certificate – credit hours	60

+ Denotes core requirement. Speak with Department Chair or Academic Advisor for proper course selection.

*Capstone Course

Certificate Program

FIRST YEAR First Semester	credits
CRTR 1202 - Law and Legal Terminology	2
CRTR 1312 - Court Reporting Communications I	3
CRTR 1404 - Machine Shorthand I - Theory	4
Second Semester	credits
CRTR 1207 - Machine Shorthand Speedbuilding (60-80)	2
CRTR 1214 - Court Reporting Technology I	2
CRTR 1306 - Machine Shorthand II (60-80-100)	3
CRTR 2206 - Medical Court Reporting	2
CRTR 2311 - Court Reporting Communications II	3
Third Semester	credits
CRTR 1208 - Realtime Court Reporting I	2
CRTR 1257 - Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301 - Intermediate Machine Shorthand (120-140)	3
SECOND YEAR First Semester	credits
CRTR 1259 - Literary/Jury Charge Dictation II (140-160)	2
CRTR 2217 - Technical Dictation	2
CRTR 2303 - Advanced Machine Shorthand (160-180)	3
CRTR 2312 - Court Reporting Procedures	3
Second Semester	credits
CRTR 2231 - Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335 - Accelerated Machine Shorthand (200-225)	3
Third Semester	credits
*CRTR 2281 - Cooperative Education - Court Reporting/ Court Reporter	2
Court Reporting Certificate - credit hours	45

Scopist Certificate

First Semester	credits
CRTR 1202 - Law and Legal Terminology	2
CRTR 1214 - Court Reporting Technology I	2
CRTR 1312 - Court Reporting Communications I	3
CRTR 1404 - Machine Shorthand I - Theory	4
Second Semester	credits
CRTR 2206 - Medical Court Reporting	2
CRTR 2311 - Court Reporting Communications II	3
CRTR 2313 - Court Reporting Technology II (Scopist) or CRTR 1208 - Real Time Court Reporting I	3
Third Semester	credits
*CRTR 2280 - Cooperative Education - Court Reporting/ Court Reporter (Scopist) or *CRTR 1306 - Machine Shorthand II (100)	2
Court Reporting Scopist Certificate – credit hours	20