

## Associate of Applied Science Degree Program (A.A.S.)

**Purpose:** The Associate in Applied Science Degree curriculum in Court Reporting prepares students for job entry positions in court reporting and for positions related to court reporting, e.g., scoping and captioning. This curriculum meets a need which exists due to the greatly expanding Gulf Coast area, the increasing demand for qualified court reporters and captioning/CART providers throughout the nation, and the lack of institutions to provide the necessary training.

**Program Description:** The curriculum is two years. However, the machine shorthand courses are offered in such a way as to allow students to progress at their own individual rates. Maximum use of live dictation exists in the program, and dictation is provided through MyBlackboard on the ACC website for home practice. Accommodations are made for students to secure credit for work previously accomplished through the credit-by-examination procedure.

**Program Objectives:** The objective of the curriculum is for the student to attain the machine shorthand speed of 225 words per minute on testimony, 200 words per minute on jury charge, and 180 words per minute on literary material equivalent to standards of the National Court Reporters Association and the Texas Court Reporters Certification Board. Accompanying objectives are the attainment of the Court Reporting Scopist Certificate.

### Program Requirements:

1. To be considered for admission to the Associate Degree Court Reporting Program, the applicant must:

- a. be a high school or GED graduate;
- b. make application to ACC and fulfill the admission requirements of the College;
- c. fill out a Court Reporting application and return it to the Chairperson of the Court Reporting Department;
- d. have a personal interview with the Court Reporting Department Chairperson or his/her designee to develop a degree plan and secure a beginning schedule;
- e. submit official copies of transcripts of all previous high school and college work to the ACC Records Office.

**Note:** A person convicted of a criminal offense involving moral turpitude, fraud, or corruption may be refused certification to the Supreme Court by the Texas Court Reporters Certification Board. Please contact the Texas Court Reporters Certification Board, Austin, Texas, for more information.

2. Any student who has accumulated the equivalent of any five full days absence in any subject may be dropped from the course. Students withdrawing from the program for reasons other than academic problems will be considered for readmission on an individual basis. All CRTR students will be limited to two semesters of CRTR 1304 (Machine Shorthand I). Students who do not complete all requirements for this course, including three 40 wpm five-minute tests with a grade above a D, within this time frame may be redirected to another program. Grades will be issued on the following basis:

- A 90 – 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 59 or less

No grade below a C (70%) in any CRTR English class, including CRTR 1312, CRTR 2311, will be accepted for progression. A grade of D or below will not be accepted for advancement in machine shorthand classes.

3. Transfer students:

- a. must provide the ACC Records Office with official transcripts for each institution attended and request evaluation by the Graduation Advisor and the Court Reporting Department Chairperson.
- b. may apply for credit by examination by testing in the following areas: Legal Terminology, Medical Reporting, Reporting Communications I, Machine Shorthand courses.

4. The Court Reporting Department will assist all graduates of the program in obtaining employment.

5. Advancement in the machine shorthand courses involves utilization and development of skills, which may be more difficult for some individuals; therefore, successful completion of these courses may require more than the two years outlined in the degree plan.

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Course Number	Course Title	Credits
<b>FIRST YEAR</b>		
<b>First Semester</b>		
+ Creative Arts or	Select from Creative Arts Core Curriculum	3
+ Language, Philosophy & Culture	Select from Language, Philosophy & Culture Core Curriculum	
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1304	Machine Shorthand I - Theory	3
<b>Second Semester</b>		
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	Reporting Communications II	3
<b>Third Semester</b>		
+ Social & Behavioral Sciences	Select from Social & Behavioral Sciences Core Curriculum	3
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
<b>SECOND YEAR</b>		
<b>First Semester</b>		
+ Government/Political Science	Select from Government/Political Science Core Curriculum	3
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
<b>Second Semester</b>		
+ Mathematics or	Select from Mathematics Core Curriculum	3
+ Life & Physical Sciences	Select from Life & Physical Sciences Core Curriculum	
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	3
<b>Third Semester</b>		
* CRTR 2381	Cooperative Education - Court Reporting/Court Reporter	3
* SPCH 1318	Interpersonal Communications	3

Total Credits Required A.A.S. Court Reporting ..... 60

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

\* Capstone Course

- The student shall pass three five-minute tests with a minimum of 95% accuracy at each of the following speeds: 200 words per minute jury charge and 180 words per minute literary. The student shall pass two five-minute testimony tests with a minimum of 95% accuracy and two five-minute tests with a minimum of 97.8% accuracy.. These tests will include the following:
  - One 180 wpm five-minute literary test with no more than 20 errors - 97.8%
  - One 180 wpm five-minute testimony test with no more than 20 errors - 97.8%
  - One 200 wpm five-minute jury charge test with no more than 25 errors - 97.5%
  - One 200 wpm five-minute testimony test with no more than 25 errors - 97.5%
  - Two 225 wpm five-minute testimony tests with no more than 25 errors - 97.8%
  - Two mock CSR exams. EACH exam consists of the following:
    - One 180 wpm five-minute literary test with no more than 45 errors - 95%
    - One 200 wpm five-minute jury charge test with no more than 50 errors - 95%
    - One 225 wpm five-minute testimony test with no more than 56 errors - 95%
- Each student shall complete an internship (CRTR 2381) with a court reporter. Students are encouraged to utilize the dictation created by the faculty for home practice and skill building during free periods and before and after school.