

**\*\*This degree is being deactivated and will no longer admit new students after Summer 2017.**

**Purpose:** The certificate in Court Reporting prepares the student for full-time employment immediately in a specialized business occupation. This course provides a job outlet for those students who desire to work in the court reporting field, but do not wish to pursue an A.A.S. degree plan.

**Program Requirements:** Students entering this program must be high school graduates or possess a GED equivalency certificate. Each student is urged to consult with the Counseling Center and the Court Reporting Department Chairperson in planning his/her program. The Court Reporting Certificate will be awarded upon satisfactory completion of the six-semester program.

**Note:** The A.A.S. program requirements also apply to the certificate program in Court Reporting.

<i>Course Number</i>	<i>Course Title</i>	<i>Credits</i>
<b>FIRST YEAR</b>		
<b>First Semester</b>		
CRTR 1202	Law and Legal Terminology	2
CRTR 1312	Court Reporting Communications I	3
CRTR 1404	Machine Shorthand I - Theory	<u>4</u>
		<b>9</b>
<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	Court Reporting Communications II	<u>3</u>
		<b>12</b>
<b>Third Semester</b>		
CRTR 1208	Realtime Court Reporting I	2
CRTR 1257	Literary/Jury Charge Dictation I (100-120)	2
CRTR 2301	Intermediate Machine Shorthand (120-140)	<u>3</u>
		<b>7</b>
<b>SECOND YEAR</b>		
<b>First Semester</b>		
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	<u>3</u>
		<b>10</b>
<b>Second Semester</b>		
CRTR 2231	Court Reporter Certification Preparation (CSR/RPR)	2
CRTR 2335	Accelerated Machine Shorthand (200-225)	<u>3</u>
		<b>5</b>
<b>Third Semester</b>		
*CRTR 2281	Cooperative Education-Court Reporting/Court Reporter	<u>2</u>
		<b>2</b>
Total Credits Required for Court Reporting Certificate .....		<b>45</b>

\*Capstone Course