Court Reporting Degree Program 281-756-3757

Degree: Associate of Applied Science (A.A.S.)
Length: Six-Semester Program
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 runs for 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 two-year 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 (NCRA). Accompanying objectives are the attainment of the Court Reporting Scopist Certificate for those students who desire it and an enhanced skills certificate in captioning/CART.
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 1404 (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	75 - 79
D	70 - 74
F	0 - 69

No grade below a C (75%) 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*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
Elective	Fine Arts/Humanities	3	0	3
		10	11	13
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	2	8	4
SOCI 1301 **or**	Introductory Sociology **or**			
PSYC 1300	Learning Strategies	3	0	3
		9	14	13
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	2	8	4
GOVT 2301 **or**	American National & State Governments **or**			
HIST 1301	The United States to 1877	3	0	3
		9	14	13
Second Semester (Spring)				
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2435	Accelerated Machine Shorthand (200-225)	2	8	4
MATH 1314 **or**	College Algebra **or**			
MATH 1333	Contemporary Mathematics for Tech	3	0	3
		8	15	12
Third Semester (Summer)				
CRTR 2381	Cooperative Education	1	20	3
SPCH 1318	Interpersonal Communications	3	0	3
		4	20	6

Total Credits Required A.A.S. Court Reporting 72

1. 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 four five-minute testimony tests with a minimum of 95% 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%

2. Each student shall complete an internship (CRTR 2381) of at least 15 verified hours per week for one semester with a practicing reporter plus 5 hours per week transcribing proceedings taken during the internship

Students are encouraged to utilize the dictation available through MyBlackboard on the ACC website for home practice and skill building during free periods and before and after school.

Court Reporting Enhanced Skills Certificate (Captioning)

Purpose: The captioning enhanced skills certificate prepares the student seeking the A.A.S. degree in court reporting to also work in the captioning arena: off-line and on-line captioning and also realtime translation of meetings, seminars, conferences, and classroom realtime translation.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	2	3	3
		4	6	6

Total Credits Required Court Reporting Enhanced Skills Certificate 78

Court Reporting Certificate Program

Length: Six-Semester Program
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.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
*CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
		7	11	10
Second Semester (Spring)				
CRTR 1207	Machine Shorthand Speedbuilding (60-80)	1	4	2
CRTR 1314	Reporting Technology I	2	3	3
CRTR 1406	Machine Shorthand II (60-100)	2	8	4
CRTR 2306	Medical Reporting	3	0	3
*CRTR 2311	Reporting Communications II	2	3	3
		10	18	15
Third Semester (Summer)				
CRTR 1308	Realtime Reporting I	2	3	3
CRTR 1357	Literary/Jury Charge Dictation I (100-120)	2	3	3
CRTR 2401	Intermediate Machine Shorthand (120-140)	2	8	4
		6	14	10
SECOND YEAR				
First Semester (Fall)				
CRTR 1359	Literary/Jury Charge Dictation II (140-160)	2	3	3
CRTR 2312	Court Reporting Procedures	2	3	3
CRTR 2403	Advanced Machine Shorthand (160-180)	2	8	4
		6	14	10
Second Semester (Spring)				
CRTR 2236	Accelerated Machine Shorthand II (180-200-225)	1	4	2
CRTR 2331	CSR/RPR Preparation	2	3	3
CRTR 2435	Accelerated Machine Shorthand (200-225)	2	8	4
		5	14	9
Third Semester (Summer)				
*CRTR 2381	Cooperative Education	1	20	3
		1	20	3

*Capstone Course

Total Credits Required for Court Reporting Certificate. 57

Court Reporting Scopist Certificate Program

Length: Three-Semester Program

Purpose: The Court Reporting Scopist Certificate 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 desire to become a court reporter, or who find they must secure employment within a shorter time.

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 Scopist Certificate will be awarded upon satisfactory completion of the three-semester program.

Course Number	*Course Title*	*Lecture Hours*	*Lab Hours*	*Credits*
FIRST YEAR				
First Semester (Fall)				
CRTR 1302	Law and Legal Terminology	3	0	3
CRTR 1312	Reporting Communications I	2	3	3
CRTR 1404	Machine Shorthand I - Theory	2	8	4
		7	11	10
Second Semester (Spring)				
CRTR 1314	Reporting Technology I	2	3	3
CRTR 2306	Medical Reporting	3	0	3
CRTR 2311	Reporting Communications II	2	3	3
		7	6	9
Third Semester (Summer)				
CRTR 2313 **or** CRTR 2312	Reporting Technology II **or** Court Reporting Procedures	2	3	3
*CRTR 2380 **or** CRTR 2381	Cooperative Education - Court Reporter **or** Cooperative Education - Court Reporter	1	20	3
		3	23	6

*Capstone Course

Total Credits Required for Court Reporting Scopist Certificate 25

Court reporting students participating in a mock trial at the Friendswood Municipal Court to gain experience.