

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.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
CRTR 1346	Captioning Reporting I	2	3	3
CRTR 2333	Captioning Reporting II	<u>2</u>	<u>3</u>	<u>3</u>
		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.

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Credits</i>
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	<u>2</u>	<u>8</u>	<u>4</u>
		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	<u>2</u>	<u>3</u>	<u>3</u>
		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)	<u>2</u>	<u>8</u>	<u>4</u>
		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)	<u>2</u>	<u>8</u>	<u>4</u>
		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)	<u>2</u>	<u>8</u>	<u>4</u>
		5	14	9
Third Semester (Summer)				
*CRTR 2381	Cooperative Education	<u>1</u>	<u>20</u>	<u>3</u>
		1	20	3

*Capstone Course

Total Credits Required for Court Reporting Certificate. 57