

COURT REPORTING PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Court Reporting program is to prepare the student for an entry-level position as a court reporter, closed captionist, or CART reporter by developing his or her machine shorthand speed to 225 wpm. The program also includes training in English skills, Court Reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, vocabulary, and the ability to type 60 net words per minute. The student also will be trained in courtroom and deposition procedures, computer-aided transcription, word processing, closed captioning, and realtime reporting. Typical workplace settings include courtrooms, television stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses, and legislative bodies.

METHODS OF DELIVERY

Students may choose to enroll in either the resident (on-ground) program or in the online program. Completion time expectations are the same whatever delivery method(s) is/are chosen.

PROGRAM LENGTH

FULL-TIME day students should complete the program in approximately 36 months.

IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting program in the above-stated time period. Experience has shown that, based on individual needs and responsibilities of students, the program may take longer than the above-stated time period. An individual's machine shorthand speed will increase according to his or her ability. Court Reporting is a unique program and not all students proceed or progress at the same pace. It is not the same as taking an academic course which can be specifically laid out in a quarter or semester and then completed by students at the same time. Students who do not complete the program in the above-stated time period will continue to pay tuition on a pro rata basis until the program is completed.

CURRICULUM

| Course Number | Subject | Theory Contact Hrs | Lab Hours | Externship Contact Hrs | Quarter Credit Hours |
|---|---|--------------------|-----------|------------------------|----------------------|
| CR100 | Machine Shorthand Theory I A | 80 | 160 | 0 | 16 |
| CR101 | Machine Shorthand Theory I B | 80 | 160 | 0 | 16 |
| CR102 | Machine Shorthand Theory II | 80 | 160 | 0 | 16 |
| CR110 | English / Vocabulary | 60 | 0 | 0 | 6 |
| CR120 | Court Reporting English | 90 | 0 | 0 | 9 |
| CR130 | Introduction To Law and Legal Terminology | 60 | 0 | 0 | 6 |
| MA140 | Medical Terminology | 60 | 0 | 0 | 6 |
| CR141 | Keyboarding | 5 | 55 | 0 | 3 |
| CR142 | Court Reporting Externship | 0 | 0 | 50 | 1.5 |
| CR143 | Computer-Aided Transcription | 20 | 30 | 0 | 3.5 |
| CR144 | Proofreading for Professionals | 55 | 0 | 0 | 5.5 |
| CR150 | Anatomy / Physiology | 60 | 0 | 0 | 6 |
| CR160 | Court Reporting Procedures | 60 | 0 | 0 | 6 |
| CR165 | CSR Written Exam Preparation | 60 | 0 | 0 | 6 |
| CR200 | Machine Shorthand II | 110 | 20 | 0 | 12 |
| CR208 | Criminal Law | 55 | 0 | 0 | 5.5 |
| CR300 | Machine Shorthand III A | 230 | 25 | 0 | 24 |
| CR300B | Business Law | 55 | 0 | 0 | 5.5 |
| CR301 | Machine Shorthand III B | 230 | 25 | 0 | 24 |
| CR400 | Machine Shorthand IV | 465 | 20 | 0 | 47.5 |
| CR401 | Machine Shorthand V/ Texas CSR Performance Exam Preparation | 465 | 20 | 0 | 47.5 |
| CR402 | Realtime Technologies | 55 | 0 | 0 | 5.5 |
| | | 2435 | 675 | 50 | |
| TOTAL CREDIT HOURS REQUIRED FOR COMPLETION | | | | | 278 |
| TOTAL CLOCK HOURS REQUIRED FOR COMPLETION | | | | | 3160 |

TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAM

Students who wish to work in Texas as an official, freelance, or agency court reporter must pass a Certified Shorthand Reporter Licensing Exam administered by the Judicial Branch Certification Commission. Preparation for this exam is taught in CR165 and CR401. Students must obtain a "Statement of Proficiency" (see p. 31) from the school in order to qualify for the exam. The fees and testing dates and locations for this exam can be found at: <http://www.txcourts.gov/jbcc/court-reporters-certification/exam.aspx>.