# COURT REPORTING MAJOR Associate of Applied Science Degree

Court Reporters are the quiet professionals who capture, protect, and preserve the court's record by recording the verbatim proceedings in court or during pre-trial depositions, which they translate into a transcript for use by court officials and attorneys.

Computers have expanded career potential in Realtime Writing. Today's court reporters not only work in courtrooms or at agencies, but can now pursue careers as captioning experts, rapid-text entry operators, or assist hearing-impaired students using CART who follow along on computer screens.

Students are expected to spend two to four hours per week, outside of class time, in the transcription lab editing speed tests.

Students seeking a degree in the Court Reporting Program complete a supervised internship affording them an opportunity to define career goals, gain experience, and acquire self-confidence.

Students receive preparation for the state Certified Shorthand Reporter (CSR) and the Registered Professional Reporter (RPR) certification exams. Students obtain experience with Realtime Reporting during core classes.

### **Court Reporting Mission Statement:**

The mission of the Court Reporting Associate of Applied Science degree program is to impart to students a level of knowledge and skill which will enable them to produce verbatim records of official, governmental, and judicial proceedings. This preparation includes listening skills; sufficient comprehension of legal, medical, and technical terminologies; English language skills including vocabulary, grammar, punctuation, and spelling; appreciation of the relevance of local, national, and international current events; principles of realtime machine shorthand writing; and the importance of adhering to the Code of Professional Ethics.

# **Court Reporting Learning Outcomes**

### Court Reporting graduates will be able to:

- Demonstrate listening and concentration skills to aid in machine shorthand writing
- Demonstrate proficiency in writing legal, medical and technical terminologies
- Demonstrate the ability to apply all punctuation, grammar, and spelling principles in transcription work
- Demonstrate knowledge of local, national and international current events
- Demonstrate expertise in the appropriate speeds and all theory principles
- Demonstrate knowledge of the Code of Professional Ethics in court reporting

The Court Reporting Program at MacCormac College is the oldest program in the United States (1912)

# **COURT REPORTING MAJOR**

| Required Majo                                      | r Courses (61 Cr. Hrs.)                             | Cr. Hrs. |
|--|---|----------|
| CR1001   | Touch Shorthand Theory I                            | 6        |
| CR1002   | Touch Shorthand Theory II                           | 6        |
| CR1003   | Touch Shorthand Theory III                          | 6        |
| CR1004   | Touch Shorthand Theory IV                           | 6        |
| CR1200   | Beginning Court Reporting I                         | 6        |
| CR1400   | Beginning Court Reporting II                        | 6        |
| CR1500   | Computer-Aided Transcription                        | 3        |
| CR1600   | Intermediate Court Reporting I                      | 6        |
| CR1800   | Intermediate Court Reporting II                     | 6        |
| CR1980   | Court Reporting Internship                          | 0        |
| CR2000   | Advanced Court Reporting I                          | 6        |
| CR2250   | Advanced Court Reporting II                         | 1        |
| CR2760   | Court Procedures                                    | 3        |
| Other Required Courses for the Major (12 Cr. Hrs.) |   |          |
| CR1660   | Legal Terminology                                   | 3        |
| ENG1200  | Business English                                    | 3        |
| LAW1600  | Business Law  | 3        |
| MED1660  | Medical Terminology                                 | 3        |
| Required General Education Courses (6 Cr. Hrs.)    |   |          |
| ENG1010  | College Composition I                               | 3        |
|  | (Placement Exam Required; may need to take ENG0900) |          |
| ENG1020  | College Composition II                              | 3        |

College Composition II

# **Total Credits for Court Reporting Degree**

# **Graduation Requirements**

- 1. Complete the 79 total credits listed above
- 2. Pass three 5-minute TWO-VOICE TESTIMONY tests at 225 words per minute at 95% accuracy; three 5-minute JURY CHARGE tests at 200 words per minute at 95% accuracy; and three 5-minute LITERARY tests at 180 words per minute at 95% accuracy.
- 3. Internship (CR1980): Complete 40 hours of actual writing time in court or at depositions.
- 4. Court Reporting Majors must complete all other MacCormac College graduation requirements.

# **Extension of Resources and Services to Program Graduates**

Within one calendar year of graduation date, on a space-available, first-come first-served basis, MacCormac Court Reporting Program graduates whose account is not in arrears may continue to utilize college resources and services, including attendance at CR2000 or CR2250 speed class sessions. The Court Reporting Program Director and Dean of Academic and Student Affairs must first be contacted for permission. The Assistant Director of Admissions and Student Services will issue identification materials.

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In 2012, the Court Reporting Program at MacCormac College was certified for another five years by the Council on Approved Student Education (CASE) of the National Court Reporters Association (NCRA)