Program Objectives

In keeping with the mission and institutional objectives of the University, the following objectives will guide the quality of our court reporting program and the desired outcomes for our future court reporters:

- To develop students’ machine shorthand speed to a level of 200 wpm with four voices so that they are eligible to take the California CSR (Certified Shorthand Reporter) licensing exam (for students living in and / or planning to work in California) and 225 wpm with two voices, 200 wpm on jury charge material and 180 wpm on literary material to pass the NCRA (National Court Reporters Association) RPR (Registered Professional Reporter) exam. Online students sit for the RPR exam and then must personally meet the local licensing requirements of their applicable state of residence.

- To prepare students to lead in their chosen career field including: court reporting, deposition reporting, closed captioning, realtime writing, CART (Communication Access Realtime Translation) and others.

- To develop students’ typing skill to a speed of 50 wpm while learning to produce and transcribe legal forms and court / deposition documents.

- To give students a strong academic background in English, grammar, spelling, word usage, punctuation, legal terminology and principles, medical terminology, physiology and anatomy so that they will understand the vocabulary and material with which the working reporter deals and will be able to communicate with other legal professionals.

- To give students competency in those areas in which a reporter is expected to demonstrate expertise: depositions, interrogatories, court proceedings, computer-aided transcription (CAT), realtime writing and knowledge of other technology that relates to the working court reporter.

- To help students develop the professionalism, coping skills, discipline and ethics that are so essential to success.

- In addition, students who complete this program will graduate with an Associates of Applied Science (AAS) degree in Court Reporting. The courses listed are not necessarily in order. The sequence of courses depend on the start date of the program.
Example Occupations

The following is a list of example occupations that one could pursue:

- Court Reporter
- Scopist/Proofreader
- Deposition Reporter
- Executive Assistant - focused on corporate meeting minutes, events etc.
- Captioner
- Webcasting Captioner
- CART Provider
- Medical Transcriptionist
- Legal Transcriptionist
- Court Reporting Instructor

Program Completion

In order to graduate and receive a degree, a student must earn a minimum of 227 credits for the courses in the curriculum, complete all academic courses, have a cumulative grade point average of 2.0 or better, complete at least 40 verified hours of actual writing time and 10 hours of court observation during an internship, with production of 40 pages of transcript. In addition, a student must meet the NCRA shorthand standard, consisting of three tests at 180 words per minute on literary material, three tests at 200 words per minute on jury charge material and three tests at 225 words per minute on testimony material, all with a minimum of 95% accuracy.

Certification of eligibility for examination by the Court Reporters Board of California will be made upon the successful completion of all academic courses in the curriculum, successfully completing the internship requirement and completing one ten-minute qualifier examination at 97.5% accuracy for students of the residential program. California residents of the online program will sit for the RPR, which qualifies them to sit for the CA CSR. The online version of this program does not currently qualify students for the California CSR. Students take the RPR test once in the fast class, which when passed, will qualify students to sit for the California CSR should they desire.

Also note that requirements to work as a court reporter vary by state. Please speak to your admissions representative for your state-specific requirements.

Courses of study

MS-100 Machine Shorthand Theory I (12 credits)

An introduction to a computer-compatible, conflict-free machine shorthand theory, including an introduction to the basic keyboard letters, vowel sounds, the principles of phonetic writing, writing basic numbers, punctuation, introduction of brief forms and machine shorthand vocabulary. As part of this course, the student will be introduced to Realtime Coach (RTC).

Prerequisite: Admission to the program.

MS-101 Machine Shorthand Theory II (12 credits)

An intermediate class in machine shorthand theory with emphasis on multi-stroke words, including resolution of sound-alike conflicts, high-frequency words, possessives and contractions, word endings and sound combinations that begin a word, advanced number usage, advanced brief forms and transcribing live dictation.

Prerequisite: Successful completion of MS-100.

MS-102 Machine Shorthand Theory III (12 credits)

An intermediate class in machine shorthand theory, including additional word endings and sound combinations that begin a word, advanced conflict resolution, advanced brief forms and transcribing from live dictation.

Prerequisite: Successful completion of MS-101.

MS-103 Machine Shorthand Theory IV (12 credits)

An advanced class in machine shorthand theory, including prefixes and suffixes, compound words and word boundary resolution, acronyms, capitalization, introduction to Q&A, advanced brief forms, intensive review of theory and advanced transcribing from live dictation.

Prerequisite: Successful completion of MS-102.
MS-104 Machine Shorthand 60-80 (12 credits)
A basic speedbuilding class in machine shorthand, including new briefs and writing concepts, drill work and practice on 60 to 80 materials. Student will develop proficiency in machine shorthand to write at 80 words per minute on new material.
Prerequisite: Successful completion of MS-103.

MS-105 Machine Shorthand 80-100 (12 credits)
A basic speedbuilding class in machine shorthand, including new briefs, writing concepts and drill work. Student will develop proficiency in machine shorthand to write at 100 words per minute on new material.
Prerequisite: Successful completion of MS-104.

MS-200 Machine Shorthand 100-120 (12 credits)
An intermediate speedbuilding class in machine shorthand, introducing two-voice dictation and reinforcing drill work. By the end of this course, the student will develop proficiency to write at 120 words per minute on new material.
Prerequisite: Successful completion of MS-105.

MS-201 Machine Shorthand 120-130 (12 credits)
An intermediate speedbuilding class, including endurance work, retention exercises and accuracy drills. Continued two-voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests.
Prerequisites: Successful completion of MS-200, TECH-101 and 5 internship observation hours.

MS-202 Machine Shorthand 130-140 (12 credits)
An intermediate speedbuilding class, including endurance work, retention exercises and accuracy drills. Continued multiple-voice dictation and reinforcing drill work. The student will develop proficiency to write literary and two-voice tests at 140 words per minute on new material.
Prerequisite: Successful completion of MS-201.

MS-203 Machine Shorthand 140-150 (12 credits)
An advanced speedbuilding class with emphasis on reporting the language of the courtroom, introduction of multiple-voice dictation, continued two-voice dictation and reinforcing drill work. Students will develop proficiency to write literary and two-voice tests.
Prerequisite: Successful completion of MS-202.

MS-204 Machine Shorthand 150-160 (12 credits)
An advanced speedbuilding class with emphasis on reporting the language of the courtroom, continued multiple-voice dictation and reinforcing drill work. Students will develop proficiency to write literary and two-voice tests at 160 words per minute on new material.
Prerequisite: Successful completion of MS-203.

MS-301 Machine Shorthand 160-170 (12 credits)
An advanced speedbuilding class with emphasis on legal, medical / technical material and multiple-voice dictation. Students will develop proficiency to write literary and two-voice tests.
Prerequisite: Successful completion of MS-204.

MS-302 Machine Shorthand 170-180 (12 credits)
An advanced speedbuilding class with emphasis on legal, medical / technical material and multiple-voice dictation. Students will demonstrate proficiency to write literary and two-voice tests at 180 words per minute on new material.
Prerequisite: Successful completion of MS-301.

MS-303 Machine Shorthand 180-200 (12 credits)
An advanced speedbuilding class with emphasis on legal, medical / technical material and multiple-voice dictation. Students will demonstrate proficiency to write two-voice and four-voice tests at 200 words per minute on new material.
Prerequisites: Successful completion of MS-302 and 5 internship observation hours (10 total).
MS-304 Machine Shorthand 200-225 (12 credits)
A concentrated speed building class in machine shorthand with emphasis on two-, three- and four-voice dictation from court and deposition transcripts. Students will demonstrate proficiency to write three tests for each of the three legs of the RPR.

Prerequisites: Successful completion of MS-303 and ENG-105 Section 3.

ENG-101 Study Skills (1 credit)
A course in the development of study skills, research resources and techniques, dictionary skills and an introduction to the field of court reporting.

Prerequisite: Admission to the program.

*ENG-102 Beginning English (3 credits)
An introductory course in the basic principles of English grammar.

Prerequisite: Admission to the program.

*ENG-103 Grammar (3 credits)
An advanced English course in which the student will demonstrate mastery of the principles of English grammar and the rules of correct usage.

Prerequisite: Successful completion of ENG-102.

*ENG-104 Word Usage/Spelling (3 credits)
A comprehensive course covering spelling rules, commonly misspelled words and word pairs which look and / or sound alike.

Prerequisite: Successful completion of ENG-103.

*ENG-105 Vocabulary Development (5 credits)
Basic and advanced vocabulary development. Vocabulary development is arranged into three sections that are taken during the course of the program. Section 1: Words are Important: Orange and Purple Books; Section 2: Words are Important: Brown and Gray books, and Hot Words for the SAT; Section 3: Word Smart and 1100 Words you Need to Know.

Prerequisite: Admission to the program.

*ENG-106 Punctuation (3 credits)
A comprehensive course in Standard English rules for punctuation and capitalization with particular emphasis on punctuating the reporter’s transcript.

Prerequisite: Successful completion of ENG-103.

ENG-201 Transcript Production (3 credits)
A practical course in all aspects of transcript preparation. Student will demonstrate mastery of punctuation, set-up and preparation of a professional resume and portfolio. Student will also learn proofreading techniques to produce a high-quality transcript.

Prerequisite: Successful completion of MS-204.

INT-201 Internship (1 credit)
Provides the students with the opportunity to report and transcribe actual legal proceedings in real-life settings.

Prerequisite: Successful completion of MS-204.

LAW-101 Legal Terminology (3 credits)
An intensive course in which the student will be able to develop and demonstrate knowledge of basic legal terms, including the commonly used Latin and Greek expressions in legal proceedings.

Prerequisites: Successful completion of MS-105 and ENG-105 Section 1.

LAW-102 Substantive Law (3 credits)
An intensive course of the various fields of law with particular emphasis on those areas frequently involved in litigation. Students will comprehend the basic principles of substantive law to understand, report and transcribe legal proceedings.

Prerequisites: Successful completion of MS-105 and ENG-105 Section 1.

* Denotes a general education course.
LAW-201 Deposition Procedures (3 credits)
An intensive course covering the applicable codes of the Discovery Act, NCRA Code of Professional Ethics, California Court Reporters Board Code of Ethics and the reporter’s responsibility in taking a deposition.

Prerequisites: Successful completion of MS-204, LAW-101 and LAW-102.

LAW-202 Court Procedures (3 credits)
A comprehensive course in the American Judicial system, court structure, criminal and civil proceedings, specialty courts, procedures for federal and state courts, trial procedure, NCRA Code of Professional Ethics and California Court Reporters Board Code of Ethics and the reporter’s role in court.

Prerequisites: Successful completion of MS-204, LAW-101, and LAW-102.

MED-101 Medical Terminology (3 credits)
An intensive course in common medical language with emphasis on prefixes, suffixes and word roots for building medical vocabulary. Students will demonstrate knowledge of basic medical terms to report and transcribe medical testimony.

Prerequisites: Successful completion of MS-105 and ENG-105 Section 1.

MED-102 Anatomy & Physiology (3 credits)
A survey course in human anatomy and physiology with particular emphasis on those specialties most frequently encountered in the courtroom. Students will demonstrate mastery of the structure and function of the basic body systems, drugs and diseases to report and transcribe medical testimony.

Prerequisites: Successful completion of MS-105 and ENG-105 Section 1.

TECH-101 Keyboarding (1 credit)
A course in the development of speed and accuracy in keyboarding. Course length as required by individual student. Must pass one test (50 w.p.m. gross, 5 errors or fewer).

Prerequisite: Admission to the program.

TECH-201 Reporting Technology (3 credits)
A practical course in technology applications for court reporting, broadcast captioning, the psychology of writing realtime and computer-aided realtime translation and litigation support software.

Prerequisites: Successful completion of MS-202 and ENG-105 Section 2.

MS-399 CSR/RPR Test Preparation (3 credits)
A test prep course to review all the key areas of the CSR or RPR along with sample tests and test taking strategies.

Prerequisites: Successful completion of all academics and entry into MS-304.

* Denotes a general education course.