

Student Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

# Court Reporting

(2005-present)

(329.2) ALLEGHENY  
Certificate

## First Semester

		Credits	Term Taken	CCAC Grade	TRF/CBE* CLEP/AP*
CRT100	Court Reporting Orientation	1	_____	_____	_____
CRT101	Court Reporting 1	4	_____	_____	_____
CRT103	Machine Shorthand Theory	4	_____	_____	_____

## Second Semester

CRT102	Court Reporting 2	4	_____	_____	_____
CRT104	Speedbuilding	3	_____	_____	_____
CRT111	Court Transcription 1	3	_____	_____	_____

## Summer

CRT106	Question and Answer 1	3	_____	_____	_____
CRT107	Jury Charge 1	3	_____	_____	_____
CRT108	Literary 1	3	_____	_____	_____

## Third Semester

ALH140	Medical Terminology	3	_____	_____	_____
CRT206	Question and Answer 2	3	_____	_____	_____
CRT207	Jury Charge 2	3	_____	_____	_____
CRT208	Literary 2	3	_____	_____	_____
CRT211	Court Transcription 2	3	_____	_____	_____

## Fourth Semester

BUS251	Business Law 1	3	_____	_____	_____
CRT216	Question and Answer 3	3	_____	_____	_____
CRT217	Jury Charge 3	3	_____	_____	_____
CRT218	Literary 3	3	_____	_____	_____

## Summer

CRT226	Question and Answer 4	3	_____	_____	_____
CRT227	Jury Charge 4	3	_____	_____	_____
CRT228	Literary 4	3	_____	_____	_____
CRT252P	Court Reporting Internship	3	_____	_____	_____

## Minimum Credits to Graduate

**67**

Comments: \_\_\_\_\_

\* TRF=Transfer Credit CBE=Credit by Exam CLEP=College Level Examination Program AP=Advanced Placement Examination

This advising/graduation checklist lists the program requirements for students entering CCAC in the academic year indicated. A continuing student may graduate with the requirements in effect the year the student entered CCAC. All students must earn 30 college level credits in CCAC classes (this includes distance education courses) and have a minimum institutional GPA of 2.0. Mathematics electives must be at the 100 level. The remaining program credits may include transfer credit, credit by examination, CLEP, or AP examinations. Institutional credits and GPA are used to determine eligibility for graduation.