

## Court Reporting

### Certificate & Associate in Science Degree • Allegheny Campus

#### Job Potential

Court reporters create verbatim transcripts of speeches, conversations, legal proceedings, meetings and other events. They play a critical role at every meeting where the spoken word must be preserved and are responsible for producing a complete, accurate and secure legal record. Increasingly, court reporters provide realtime translating services to the deaf and hard-of-hearing community. Many work for VITAC, providing realtime closed-captioning for television programs.

Graduates of the Court Reporting program can work as judicial reporters, freelance reporters, broadcast captioners or in college and university settings as Communications Access Realtime Translation (CART) reporters.

The US Department of Labor's Bureau of Labor Statistics projects that job opportunities in this field will grow 25 percent through 2016, which is faster than average. Demand for court reporter services will be spurred by the continuing need for accurate transcription of proceedings in courts and in pretrial depositions, by the growing need to create captions for live television and by the need to provide other real-time broadcast captioning and translating services for the deaf and hard-of-hearing. In 2006, the average salary for a court reporter was approximately \$45,000.



#### Affordable Quality Education

Students interested in court reporting can choose from either the certificate or associate's degree program. Both programs offer instruction using state-of-the-art technology, and a captioning laboratory and practice classroom enhance the educational experience.

Associate's degree and certificate programs are offered in the spring and fall. All classes are held during the day at the Allegheny campus on the North Shore and students have the option of full-time or part-time enrollment. There is no specific graduation date for the court reporting program. In order to graduate, students must be able to write Question and Answer takes at 225 words per minute, Jury Charge takes at 200 words per minute and Literary takes at 180 words per minute with 95 percent accuracy for five minutes.

The court reporting program is approved by the National Court Reporters Association (NCRA). Inquiries about the NCRA's approval should be directed to:

NCRA  
8224 Old Courthouse Road  
Vienna, VA 33293  
800.272.6272  
[www.ncraonline.org](http://www.ncraonline.org)

For additional information on **CCAC's Court Reporting program**, email [courtreporting@ccac.edu](mailto:courtreporting@ccac.edu) or call 412.237.2748.

CCAC Allegheny Campus  
808 Ridge Avenue  
Pittsburgh, PA 15212  
[www.ccac.edu](http://www.ccac.edu)

# Court Reporting

## Admission to the Certificate Program:

- Apply to the college
- Contact Mary Beth Johnson at courtreporting@ccac.edu or 412.237.2748
- Have an associate's or bachelor's degree

## Admission to the Associate's Degree Program

- Apply to the college
- Contact Mary Beth Johnson at courtreporting@ccac.edu or 412.237.2748

## Program Costs

- Current college tuition and fees
- Required books and supplies
- Stenograph machine
- Online passcode to Stenograph University Online

## Program Completion Requirements

- Using computer software under institutional supervision, pass three Question and Answer takes at 225 words per minute for five minutes with a transcription accuracy of 95 percent.
- Using computer software under institutional supervision, pass three Jury Charge takes at 200 words per minute for five minutes with a transcription accuracy of 95 percent.
- Using computer software under institutional supervision, pass three Literary takes at 180 words per minute for five minutes with a transcription accuracy of 95 percent.
- Complete at least 40 verified hours of actual writing time during an internship and submit 40 pages of transcript along with a written narrative.

## Program Outcomes

### Students enrolled in the program will:

- Successfully meet the requirements for an associate's degree
- Be prepared to pass the national certification examination
- Comply at all times with the code of ethics of the National Court Reporter's Association
- Pass three five-minute tests with 95 percent accuracy at each of the following speeds: 225 words per minute (Question and Answer), 200 words per minute (Jury Charge) and 180 words per minute (Literary).

## CERTIFICATE REQUIREMENTS

### First Semester

	Credits
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	3

### Summer

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

### Third Semester

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

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### Fourth Semester

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

### Summer

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

### Minimum credits required to graduate

67

## ASSOCIATE'S DEGREE REQUIREMENTS

### First Semester

	Credits
CRT100 Court Reporting Orientation	1
CRT101 Court Reporting 1	4
CRT103 Machine Shorthand Theory	4
ENG101 English Composition 1	3
MAT195 Business Math	3

### Second Semester

CRT102 Court Reporting 2	4
CRT104 Speedbuilding	3
CRT111 Court Transcription	3
ENG102 English Composition 2	3
Humanities Elective	3

### Summer

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

### Third Semester

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

### Fourth Semester

CRT216 Question and Answer 3	3
CRT217 Jury Charge 3	3
CRT218 Literary 3	3
BUS251 Business Law 1	3
Social Science Elective	3

### Summer

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

### Minimum credits required to graduate

85

For official program description and requirements, see program details at [www.ccac.edu](http://www.ccac.edu).

Complaints from outside the institution should be addressed in writing to: Associate Dean of Academic Affairs, CCAC Allegheny Campus, 808 Ridge Avenue, Pittsburgh, PA 15212.