

Atlantic Technical College

www.atlantictechnicalcollege.edu

2017 - 2018

Enroll in This Fast Track Program for a Career in a Year



COURT REPORTING (VA)

This program is approved by the
National Court Reporters Association (NCRA)

Course Content: Court reporters record verbatim (word-for-word) testimony and produce transcripts of the testimony. Instruction includes an introduction to verbatim writing skills to work with persons with hearing loss (CART – Communication Access Realtime Translation) and provide captioning for television. The program at ATC utilizes the latest technology in computer-aided transcription and real-time writing; i.e., the ability to have an instantaneous translation of the spoken word by projecting the words onto a television screen for the benefit of persons with hearing loss or onto computer monitors for the benefit of trial participants.

This program is a planned sequence of instruction consisting of three levels. Students completing Court Reporting Transcriptionist and Court Reporting 2 possess the entry-level skill-set of a scopist or transcriptionist. To become a Court Reporter, students must complete all three levels of the program. This program places strong emphasis on conflict-free theory, real-time writing, speed development, legal terminology, medical terminology, courtroom procedures, and English skills. When a student reaches the speed of 200 words a minute, he/she participates in an internship that enables the student to sit in on trials and depositions with a working reporter, thus gaining confidence and skill.

A court reporting career, including broadcast captioners, offers an independent lifestyle, prestige, and flexibility, along with a substantial salary.

Program Length/Schedule:

2850 hours/approx. 28 months (full-time)
Court Reporting Transcriptionist: 750 hours
Court Reporting 2: 600 hours
Court Reporting 3: 1500 hours

These programs are offered five times a year:
January, April, June, August & October
Delivery Method: Traditional (100% classroom-based);
Distance: 50% or more instructional hrs via distance
education; and Hybrid: 49% or less instructional hrs via
distance education.

M – F 8:00 a.m. – 2:30 p.m. (full-time)

Admission Requirements:

- 16 Years of Age or older
- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Interview with Program Counselor/Advisor

Job Outlook in the Ft. Lauderdale area:

- Demand for Court Reporters is expected to grow about 17% between 2015 and 2023 (Source: Bureau of Labor Statistics).
- Entry level wages for Court Reporters are about \$12/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.

Additional Skills Covered:

- Captioning for Television
- Computer Literacy
- Computer-aided Transcription
- Computer-compatible Stenograph Theory
- Courtroom Procedures
- Employability Skills & Portfolio
- General Office Procedures & Skills
- Grammar & Punctuation for Reporters
- Information Processing
- Job Application Techniques
- Legal Terminology
- Medical Terminology
- Oral & Written Communications
- Realtime Technology
- Speed Development

FOR MORE INFORMATION CALL 754-321-5200

**Atlantic Technical College
and Technical High School**

4700 Coconut Creek Pkwy
Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



**Atlantic Technical College
Arthur Ashe, Jr. Campus**

1701 NW 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880

www.atlantictechnicalcollege.edu/gainful-employment/CourtReportingTranscriptionist

www.atlantictechnicalcollege.edu/gainful-employment/CourtReporting2

www.atlantictechnicalcollege.edu/gainful-employment/CourtReporting3



See Back of Page for Estimated Program Costs
(based on 1 full year of documented Florida residency)

B600100 Court Reporting Transcriptionist (750 hours)		Fees
Tuition (based upon program length)		\$2,100
Lab (based upon program length)		\$188
Assessment: TABE® Initial Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester, \$20 per term	\$60
Annual Student Activity Fee	\$10 per academic year	\$10
TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)		\$2,373
B700600 Court Reporting 2 (600 hours)		Fees
Tuition (based upon program length)		\$1,680
Lab (based upon program length)		\$150
Assessment: TABE® Initial Basic Skills		\$15
Registration (non-refundable fee)	\$40 per semester	\$40
Annual Student Activity Fee	\$10 per academic year	\$10
TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)		\$1,895
B700700 Court Reporting 3 (1500 hours)		Hours
Tuition (based upon program length)		\$4,200
Lab (based upon program length)		\$375
Assessment: TABE® Initial Basic Skills		\$15
Registration (non-refundable fee)	\$40 per semester, \$20 per term	\$120
Annual Student Activity Fee	\$10 per academic year	\$20
TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)		\$4,730
TOTAL APPROXIMATE COURT REPORTING PROGRAMS COSTS		\$8,998
There may be additional costs associated with books, uniforms, special tools, equipment and other related items.		

Industry Certification & State Credential Exams: Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

College Credit Transfer Opportunity and/or Advanced Credit: Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by Broward College or the Florida College System. Students must enroll in Broward College within 2 years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

INDUSTRY CERTIFICATION:

Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor for more information.

BOOKS/SUPPLIES:

For a list of books and prices go to www.atlanticechnicalcollege.edu/bookstore-price-list/ or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

Your Action Plan Checklist - Get Started Today!

- Step 1 | Attend a Program Orientation**
- Step 2 | Take the Tests of Adult Basic Education (TABE) or meet exemption criteria**
 - See your counselor/advisor for details on test exemptions/receive test results.
 - Accommodations for testing are available to qualified individuals.
 - Visit the Office of Disability Services for details **before testing**.
- Step 3 | Meet with your counselor/advisor**
 - Receive test results.
 - Discuss technical or academic program placement.
 - Discuss special needs (unique situations)
 - Review Financial Aid
- Step 4 | Registration and Enrollment**

The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career & technical studies in order to prepare students to enter & remain competitive in a global workforce.

