

Court Reporting 2021-2022

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 (3) levels. Students completing Court Reporting Technology 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 (3) 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.

Students shall pass three (3), five-minute tests with 95% accuracy at each of the following speeds: 225 wpm testimony (two-voice), 200 wpm jury charge, and 180 wpm literary. Students shall complete at least 40 verified hours of actual writing time during the internship experience.

Program Length:

2850 hours approximately 28 months full-time)

Court Reporting Technology: 750 hours

Court Reporting 2: 600 hours

Court Reporting 3: 1500 hours

Program Offered:

August, October, January & June

Delivery Method:

Traditional – 100% classroom-based

Distance – 50% or more instructional hours via distance education (online).

Days & Times:

Monday – Friday 8:00 a.m. – 2:30 p.m. (full-time)

100% Distance:

 with mandatory virtual weekly labs.

Distance: Monday, Tuesday, Wednesday, Thursday, Friday

Virtual Lab: Various Options available. Please coordinate with instructor.

Job Outlook:

According to the [Florida Department of Economic Opportunity](#), the current South Florida Tri-County entry annual salary for Court Reporting positions is approximately \$31,200. Actual wages may vary according to education, certifications, and experience.

Additional Skills Covered:

- Captioning for Television
- Computer Literacy
- Computer-Aided Transcription
- Computer-Compatible 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

Admission Requirements:

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

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

See back of page for estimated program costs based on one (1) full year of documented Florida residency.

| B600100 Court Reporting Technology (750 hours) | | Fees |
|---------------------------------------------------------------------------------|------------------------------------|----------------|
| Tuition (based upon program length) | | \$2,100 |
| Lab (based upon program length) | | \$263 |
| Basic Skills Test | | \$15 |
| Registration (non-refundable fee) | \$40 per semester or \$20 per term | \$60 |
| Annual Student Activity Fee | \$20 per academic year | \$20 |
| TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs) | | \$2,458 |
| B700600 Court Reporting 2 (600 hours) | | Fees |
| Tuition (based upon program length) | | \$1,680 |
| Lab (based upon program length) | | \$210 |
| Basic Skills Test | | \$15 |
| Registration (non-refundable fee) | \$40 per semester or \$20 per term | \$60 |
| Annual Student Activity Fee | \$20 per academic year | \$20 |
| TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs) | | \$1,985 |
| B700700 Court Reporting 3 (1500 hours) | | Fees |
| Tuition (based upon program length) | | \$4,200 |
| Lab (based upon program length) | | \$525 |
| Basic Skills Test | | \$15 |
| Registration (non-refundable fee) | \$40 per semester, \$20 per term | \$120 |
| Annual Student Activity Fee | \$20 per academic year | \$40 |
| TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs) | | \$4,900 |
| TOTAL APPROXIMATE COURT REPORTING PROGRAMS COSTS | | \$9,343 |

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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

Books / Supplies: For a list of books and prices go to www.atlantictechcollege.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.

Get Started Today! Your Action Steps

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to Follow-up E-mail
- Step 3: Secure Funding Source
- Step 4: Apply for Financial Aid (optional)

Possible Job Titles

- Certified Court Reporter
- Digital Court Reporter
- Scopist



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

