

2023-2024

BUSINESS & ADMINISTRATION

Atlantic Technical College & Technical High School

COURT REPORTING

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.

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

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 - 100% of required instructional hours via distance education

Days & Times

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

Distance - with mandatory virtual weekly labs

Distance: Monday - Friday

Virtual Labs: Various options available. Please coordinate with instructor.

Atlantic Technical College & Technical High School

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Atlantic Technical College Arthur Ashe, Jr. Campus

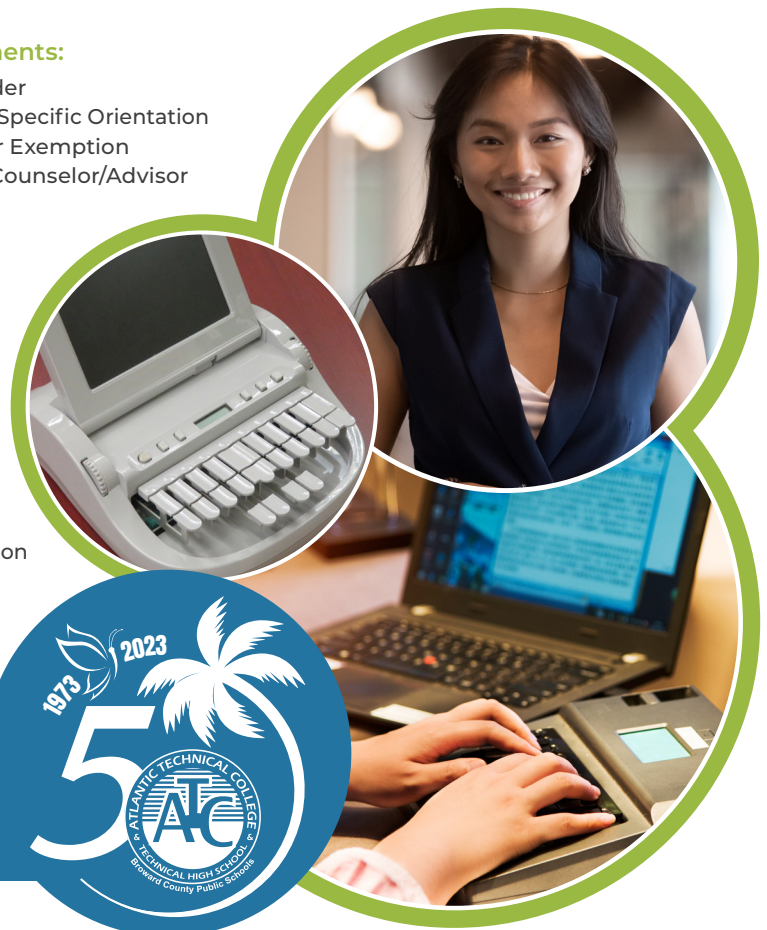
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For more information call 754-321-5200 or visit AtlanticTechnicalCollege.edu

Job Outlook DE... For information regarding Court Reporting salaries/wages, visit FloridaJobs.org



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



Celebrating 50 Years of Excellence!

