

# 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

### Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway  
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

For more information call  
**754-321-5200** or visit  
[AtlanticTechnicalCollege.edu](http://AtlanticTechnicalCollege.edu)

**Job Outlook**   
For information regarding  
Court Reporting salaries/  
wages, visit [FloridaJobs.org](http://FloridaJobs.org)



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

### 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

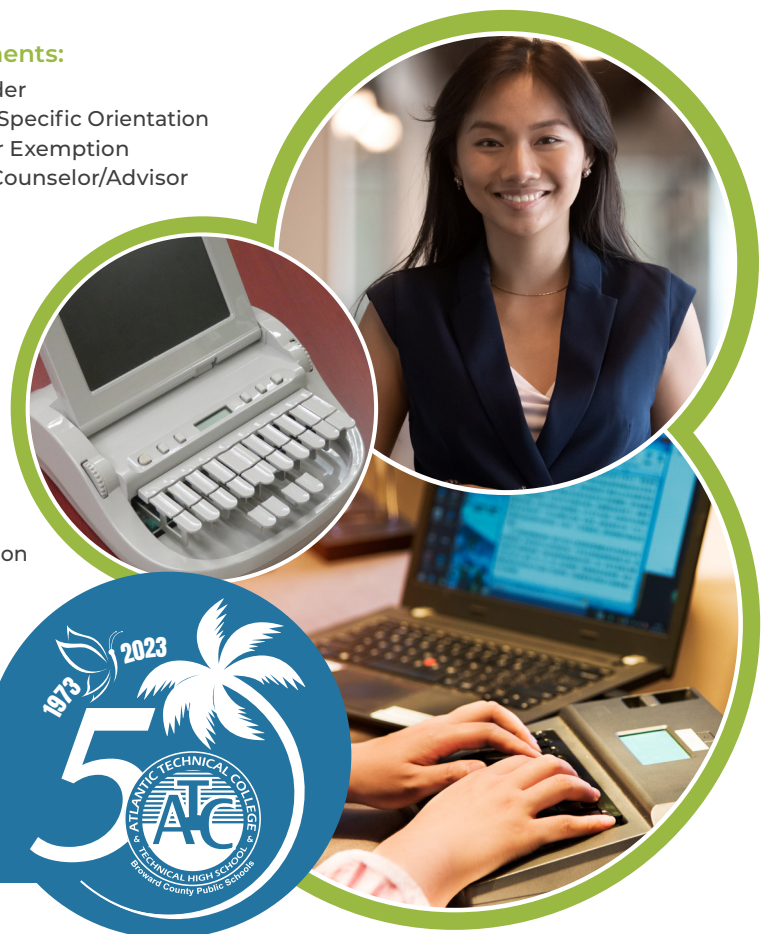
### Days & Times

**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.



*Celebrating 50 Years of Excellence!*

# COURT REPORTING

## Court Reporting Technology B600100 (750 Hours)

<b>Tuition</b> (approximate cost based upon program length)	<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
<b>Lab</b> (approximate cost based upon program length)	\$2,100	\$8,400
<b>Basic Skills Test</b>	\$263	\$263
<b>Registration</b> (non-refundable fee - \$40/semester or \$20/quarter)	\$15	\$15
<b>Annual Student Activity Fee</b> (\$20 per academic year)	\$60	\$60
	\$20	\$20

**Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)**

<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
\$2,100	\$8,400
\$263	\$263
\$15	\$15
\$60	\$60
\$20	\$20
<b>\$2,458</b>	<b>\$8,758</b>

## Court Reporting 2 B700600 (600 Hours)

<b>Tuition</b> (approximate cost based upon program length)	<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
<b>Lab</b> (approximate cost based upon program length)	\$1,680	\$6,720
<b>Basic Skills Test</b>	\$210	\$210
<b>Registration</b> (non-refundable fee - \$40/semester or \$20/quarter)	\$15	\$15
<b>Annual Student Activity Fee</b> (\$20 per academic year)	\$60	\$60
	\$20	\$20

**Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)**

<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
\$1,680	\$6,720
\$210	\$210
\$15	\$15
\$60	\$60
\$20	\$20
<b>\$1,985</b>	<b>\$7,025</b>

## Court Reporting 3 B700700 (1500 Hours)

<b>Tuition</b> (approximate cost based upon program length)	<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
<b>Lab</b> (approximate cost based upon program length)	\$4,200	\$16,800
<b>Basic Skills Test</b>	\$525	\$525
<b>Registration</b> (non-refundable fee - \$40/semester or \$20/quarter)	\$15	\$15
<b>Annual Student Activity Fee</b> (\$20 per academic year)	\$120	\$120
	\$40	\$40

**Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)**

<b>In-State Fees</b>	<b>Out-Of-State Fees</b>
\$4,200	\$16,800
\$525	\$525
\$15	\$15
\$120	\$120
\$40	\$40
<b>\$4,900</b>	<b>\$17,500</b>

## Total Approximate Court Reporting Program Costs

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

<b>\$9,343</b>	<b>\$33,283</b>
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### 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 [atlantictechcollege.edu/bookstore-price-list/](http://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 an ATC Program Information Session
- Step 2:** Reply to Follow-up E-mail
- Step 3:** Secure Funding Source
- Step 4:** Registration, Payment, and Enrollment

### POSSIBLE JOB TITLES:

- Certified Court Reporter
- Digital Court Reporter
- Scapist



**GET THERE**  
with Atlantic Technical College

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.

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