

COURT REPORTING - CERTIFICATE



CRPT

The Court Reporting Certificate Program is currently suspended and not accepting new students.

Knight Campus, Warwick Only

This program is offered in the evening only, starting in the fall semester.

Court Reporters are responsible for producing a verbatim record of various legal matters, including courtroom proceedings, depositions, and administrative hearings for judges, lawyers, and litigants. Students will learn to transcribe dictation using Case CATalyst® Software, be proficient in grammar, punctuation, spelling, vocabulary, proofreading, and editing as well as medical and legal terminology. Students will be able to take dictation at speeds of up to 225 words per minute on a stenograph machine with 95 percent accuracy. After attaining a certificate in court reporting, students will be qualified to sit for and pass both their state and national certifications.

Note: Please contact the Business & Professional Studies Department (https://www.ccri.edu/faculty_staff/businessadmin/) for program changes and updates.

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Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Use proper verbal communication skills within a professional environment as would be expected of a court reporter
2. Demonstrate proficiency in grammar, punctuation, spelling, vocabulary, proofreading, and editing
3. Use legal terms and medical terms correctly in spoken and written form.
4. Perform skills in court reporting procedures, transcript production, and operating practices effectively
5. Compose testimony at 225 wpm with at least 95% accuracy using Case CATalyst® Software

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Certificate Requirements

Code	Title	Hours
CRPT 1000	Steno Machine Shorthand Theory <small>Year 1, Fall Semester</small>	3
CRPT 1100	Text Editing for Court Reporters <small>Year 1, Fall Semester</small>	3
CRPT 1110	Court Reporting and Computer Aided Technologies I <small>Year 1, Spring Semester</small>	3

CRPT 1120	Court Reporting and Computer Aided Technologies II <small>Year 1, Summer Semester</small>	3
CRPT 1130	Court Reporting and Computer Aided Technologies III <small>Year 2, Fall Semester</small>	3
CRPT 1140	Court Reporting and Computer Aided Technologies IV <small>Year 2, Spring Semester</small>	3
CRPT 1160	CART and Captioning for the Advanced Court Reporter <small>Year 2, Summer Semester</small>	3
Total Hours		21

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Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
CRPT 1000	Steno Machine Shorthand Theory	3
CRPT 1100	Text Editing for Court Reporters	3
Hours		6
Semester 2		
CRPT 1110	Court Reporting and Computer Aided Technologies I	3
Hours		3
Summer Session		
CRPT 1120	Court Reporting and Computer Aided Technologies II	3
Hours		3
Year 2		
Semester 1		
CRPT 1130	Court Reporting and Computer Aided Technologies III	3
Hours		3
Semester 2		
CRPT 1140	Court Reporting and Computer Aided Technologies IV	3
Hours		3
Summer Session		
CRPT 1160	CART and Captioning for the Advanced Court Reporter	3
Hours		3
Total Hours		21

Note: Please contact the Business & Professional Studies Department for program changes and updates.