

COURT REPORTING - CERTIFICATE



CRPT

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.

Certificate Requirements

Code	Title	Hours
CRPT 1000	Steno Machine Shorthand Theory	3
CRPT 1010	Legal Terminology	3
MEDL 2350	Medical Terminology	3
CRPT 1100	Text Editing for Court Reporters	3
CRPT 1110	Court Reporting and Computer Aided Technologies I	3
CRPT 1120	Court Reporting and Computer Aided Technologies II	3
CRPT 1130	Court Reporting and Computer Aided Technologies III	3
CRPT 1140	Court Reporting and Computer Aided Technologies IV	3
CRPT 1150	Court Reporting Procedures	3
CRPT 1160	CART and Captioning for the Advanced Court Reporter	3
Total Hours		30

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
CRPT 1000	Steno Machine Shorthand Theory	3
CRPT 1010	Legal Terminology	3
CRPT 1100	Text Editing for Court Reporters	3
MEDL 2350	Medical Terminology	3
	Hours	12
Semester 2		
CRPT 1110	Court Reporting and Computer Aided Technologies I	3
CRPT 1150	Court Reporting Procedures	3
	Hours	6

Summer Session

CRPT 1120	Court Reporting and Computer Aided Technologies II	3
CRPT 1130	Court Reporting and Computer Aided Technologies III	3
	Hours	6

Year 2

Semester 1

CRPT 1140	Court Reporting and Computer Aided Technologies IV	3
	Hours	3

Semester 2

CRPT 1160	CART and Captioning for the Advanced Court Reporter	3
	Hours	3
	Total Hours	30