

**FINAL VERSION - EFFECTIVE FALL 2016**

**CERTIFICATE: COURT REPORTING - LEVEL II  
(Suggested Occupational Plan)**

		Lec.	Lab	Sem. Hrs.	Clock Hours	
<b>FIRST SEMESTER</b>						
CRTR 1304.	Machine Shorthand I .....	2	4	3	96	
CRTR 1308.	Realtime Court Reporting I .....	2	4	3	96	
<b>SECOND SEMESTER</b>						
CRTR 1207.	Machine Shorthand Speedbuilding.....	1	4	2	80	
CRTR 1210.	Realtime Court Reporting II .....	1	4	2	80	
CRTR 2215.	Court Reporting and Office Procedures .....	2	1	2	48	
<b>THIRD SEMESTER</b>						
CRTR 1257.	Literary/Jury Charge Dictation I .....	1	4	2	80	
CRTR 2218.	Testimony Dictation I .....	1	4	2	80	
CRTR 2301.	Intermediate Machine Shorthand.....	2	4	3	96	
CRTR 2310.	Realtime Court Reporting III .....	2	4	3	96	
<b>FOURTH SEMESTER</b>						
CRTR 2303.	Advanced Machine Shorthand .....	2	4	3	96	
CRTR 2337.	Realtime Court Reporting IV.....	2	4	3	96	
CRTR 2319.	Testimony Dictation II .....	2	4	3	96	
CRTR 1359.	Literary/Jury Charge Dictation II .....	2	4	3	96	
<b>FIFTH SEMESTER</b>						
CRTR 2259.	Courtroom Procedures.....	2	1	2	48	
CRTR 2435.	Accelerated Machine Shorthand.....	3	4	4	112	
CRTR 2331.	Court Reporter Certification Preparation.....	2	4	3	96	
CRTR 2186.	Internship-Court Reporting/Court Reporter (Capstone)	0		6	1	96
CRTR 1191.	Special Topics in Court Reporting/Court Reporter	1		0	1	16
Total Semester Hours for Certificate				45		

**VERSION MARKED WITH IDENTIFIED REVISIONS FOR REFERENCE**

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(Suggested Occupational Plan)**

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<b>FIRST SEMESTER</b>						
CRTR 1304.	Machine Shorthand I .....	2	4	3	96	
CRTR 1308.	Realtime Court Reporting I .....	2	4	3	96	
<b>SECOND SEMESTER</b>						
CRTR 1207.	Machine Shorthand Speedbuilding.....	1	4	2	80	
CRTR 1210.	Realtime Court Reporting II .....	1	4	2	80	
CRTR 2215.	Court Reporting and Office Procedures .....	2	1	2	48	
<b>THIRD SEMESTER</b>						
CRTR 1257.	Literary/Jury Charge Dictation I .....	1	4	2	80	
CRTR 2218.	Testimony Dictation I .....	1	4	2	80	
CRTR 2301.	Intermediate Machine Shorthand.....	2	4	3	96	
CRTR 2310.	Realtime Court Reporting III .....	2	4	3	96	
<b>FOURTH SEMESTER</b>						
CRTR 2303.	Advanced Machine Shorthand .....	2	4	3	96	
CRTR 2337.	Realtime Court Reporting IV.....	2	4	3	96	
CRTR 2319.	Testimony Dictation II .....	2	4	3	96	
CRTR 1359.	Literary/Jury Charge Dictation II .....	2	4	3	96	
<b>FIFTH SEMESTER</b>						
CRTR 2259.	Courtroom Procedures.....	2	1	2	48	
CRTR 2435.	Accelerated Machine Shorthand.....	3	4	4	112	
CRTR 2331.	Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR) Court Reporter Certification Preparation.....	2	4	3	96	
CRTR 2186.	Internship-Court Reporting/Court Reporter (Capstone)	0		6	1	96
CRTR 1191.	Special Topics in Court Reporting/Court Reporter	1		0	1	16
Total Semester Hours for Certificate				45		