

COURT REPORTING

Employment Outlook

Opportunities include: Court Reporters employed by Government, Court Reporting Firms, Business or Industry. Self-Employment and Closed Caption for the Entertainment Industry.

Average Hourly Rate: variable
Growth Rate: 25%



Mandatory Program Meeting/Career Workshop

Anyone interested in becoming a Court Reporter must attend this mandatory meeting. Program details will be discussed. Call 586.498.4000 or email continuinged@macomb.edu to reserve a spot.

W.....1/20.....6:30-7:30 PM..... CTR H208

Court Reporting Certificate

Macomb's WCE Court Reporting program is approved by the Michigan Department of Education as a prerequisite for the Certified Shorthand Reporting Examination and is taught by State Certified Court Reporters. A minimum 40 hour internship is required to complete the program. Court Reporters must be certified through state and national examinations. Text required – see page 51.

For program information call Sharon Kandt at 586.226.4722 or email her at kandts@macomb.edu
Students must bring their steno machines to the second class meeting.
Classes should be taken in order listed.
No classes on: 3/15, 3/16, 3/17 & 3/18



Required Classes

Real Time Theory I

CRTR-8000

Develop techniques of a conflict-free writing style by learning the concepts behind the shorthand machine. (30 sessions)

70918 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H215K. McNeill

Real Time Theory II

CRTR-8016

Continue to develop your skills on the shorthand machine while learning more advanced principles of theory and conflict-free writing. (30 sessions)

70919 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H227 E. Victor

Real Time Theory III

CRTR-8022

Continue to develop your skills on the shorthand machine and acquire additional principles of theory and conflict-free writing. (30 sessions)

70920 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H206 D. Doyle

Skill Building & Development I

CRTR-8007

Begin the process of speed building with the introduction of legal, medical, and technical dictation. Speed levels are 100-140 wpm in the categories: literary, jury charge and Q & A. Tests must be passed with 95% accuracy. (30 sessions)

70921 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H203 T. Hageman

Skill Building & Development II

CRTR-8014

Speed levels are 160 to 180 wpm. All tests must be passed with 95% accuracy, excluding the 180 wpm literary. Students may begin internship. (30 sessions)

70922 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H214 M. Harding

Skill Building & Development III

CRTR-8017

Student must pass a minimum of three (3) tests with 95% accuracy in each of the following categories: 180 wpm Literary; 200 wpm Jury Charge; and 225 wpm Q&A. Student internship must be completed. (30 sessions)

70923 TTH2/2-5/20 6:15-9:30 PM..... \$579 CTR H204 G. Stevens

English for Court Reporters

CRTR-8009

Acquire and use the fundamentals of grammar to write logical and accurate transcripts. Improve your spelling and vocabulary skills for a more professional presence. Text required - see page 51. (15 sessions)

70924 MW2/10-5/16 6:15-9:30 PM..... \$255 CTR H215 Staff

Judicial Technology

Explore the computer-aided transcription software including instruction in operating the real-time translation system, speaker identification, formatting, litigation support, building a dictionary, creating block files, macros and auto-includes. Receive an overview of each of these items: the reporter's role in litigation support, hardware and software including ASCII files or RTF files, and the reporter's role in CART, BROADCAST CAPTIONING AND VIDEOGRAPHY. (Each level is 2 sessions)

Level I CRTR-8024
70926S.....2/10-2/279 AM-3:30 PM\$109..... CTR H210 Staff

Level II CRTR-8025
70927S.....3/6-3/139 AM-3:30 PM\$109..... CTR H218..... Staff

Legal Terminology CRTR-8008

Explore the judicial system and delve into terminology used in the legal field. (15 sessions)

70928M2/8-5/246:15-9:30 PM.....\$255..... CTR H213..... K. Tricky

Medical Terminology CRTR-8011

Will be offered in Summer 2010

Elective Classes

CSR Prep (180-225) CRTR-8019

Gain more knowledge and practice to help pass the CSR examination. Class is every other week. (8 sessions)

70929S.....1/30-5/159 AM-12 PM\$139..... CTR H218 Staff

Skill Building 200-225 Q & A only CRTR-8027

Enhance your speed and skills at the level of 200 to 225 wpm in the Q&A category. Class is every other week. (7 sessions)

70930S.....1/23-4/249 AM-12 PM\$139..... CTR H210 Staff

Machine Short Hand Transcription Lab CRTR-8023

Receive additional timed testing at varying speeds in the categories of literary, jury charge and Q&A (testimony). Class is every other week. (8 sessions)

70931S.....1/23-5/89 AM-12 PM\$139..... CTR H220 Staff

Call 586.498.4000 or email Continuinged@macomb.edu after completing all required classes to request your Macomb WCE program certificate.

**Public Service Institute
Degree Programs**

Call 586.286.2189



Emergency Medical Services

- Emergency Medical Technician/ Paramedic
- Paramedic/Firefighter

Fire Science

- Fire Science
- Fire Science With Fire Academy

Law Enforcement

- Law Enforcement
- Law Enforcement with Police Academy

Police Academy • 586.498.4060

Advanced Police Training • 586.498.4050

Fire Academy • 586.498.4020

Health & Safety Training • 586.498.4055

Basic EMT & Paramedic Academies • 586.498.4055