

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%



**Certified by the NCRA
(National Court Reporters Association)**

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 continuing@macomb.edu to reserve a spot.

W.....8/26.....6:30-7:30 PM..... CTR H214

Court Reporting Certificate

Macomb's CCE 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 11/24, 11/26, 11/28, 12/22, 12/24, 12/29, and 12/31



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)

69556TTH.....9/22-1/21/106:15-9:30 PM.....\$579..... CTR H215 K. McNeil

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)

69557TTH.....9/22-1/21/106:15-9:30 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)

69558TTH.....9/22-1/21/106:15-9:30 PM.....\$579..... CTR H206 S. Kandt

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)

69559TTH.....9/22-1/21/106:15-9:30 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)

69560TTH.....9/22-1/21/106:15-9:30 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)

69561TTH.....9/22-1/21/106:15-9:30 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)

69567WF.....9/30-11/186:15 PM-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
69565 S 9/19-9/26 9 AM-3:30 PM \$109 CTR H210 S. Pavlovich
Level II CRTR-8025
69566 S 10/10-10/17 9 AM-3:30 PM \$109 CTR H210 S. Pavlovich

Legal Terminology CRTR-8008

will be offered in Winter 2010

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. (8 sessions)

69563 S 10/24-12/19 9 AM-12:15 PM \$139 CTR H210 Staff
No class on: 11/28

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. (7 sessions)

69564 M 10/5-11/16 6:15-9:30 PM \$139 CTR H213 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). (8 sessions)

69562 S 10/3-11/21 9 AM-12:15 PM \$139 CTR H218 Staff

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



Teaching Opportunities

The Center for Continuing Education is looking for great teachers to develop new courses and expand our repertoire of programs. Do you have special skills and talents that could be developed into a class? To submit your ideas, please email a syllabus along with your resume to continuinged@macomb.edu. Syllabus templates can be viewed at www.macomb.edu/cce.

MASTERCARD, VISA AND DISCOVER



Phone: 586.498.4000 • Fax: 586.498.4012 • Web: www.macomb.edu

Classes fill quickly! Register Early!