



COURT REPORTING PROGRAM-GRADUATION REQUIREMENTS

The programs offered at Key College are designed to prepare students for entry level positions with very strong skills in their respective fields. The programs do not require certification but Key College strongly encourages students to attempt certification during the first year after graduation. Key College's Court Reporting Program is approved by the National Court Reporters Association as a judicial program for resident and online delivery method.



COURT REPORTING

Day and Evening & Online Programs

This course is designed to bring the student proficiency level needed to pass the required examinations. The required speed levels are to reach a level of 225 wpm QA Testimony, 200 wpm Jury Charge, and 180 wpm Literary Dictation. The program includes courses which will enable beginning court reporters to enter the field with a broad understanding of the profession. Two speed tests with 95% accuracy in each category/level are required in Literary, Jury and QA in order to advance to the next speed level and to graduate. Three speed tests with 95% accuracy are required in the following courses in order to graduate: 225 QA, 180 Literary and 200 Jury. When students reach 140 wpm they are required to pass a one-minute read back proficiency test in each category prior to moving to the next speed level.

The national average completion time for Court Reporting students is approximately thirty months (day program); thirty-six months (evening program). The program is seven terms (21 months) for day classes and seven terms (28 months) for evening classes. Online courses- individual progress will vary according to ability and practice habits. Key College cannot guarantee that an enrolled student will complete the program within the state terms. The court reporting program is extensive and demanding and a student should expect to practice daily. A student is allowed to extend classes up to 150% of credit hours attempted. Students failing to meet the speed requirements, but who have completed all other requirements, will be considered completing the courses (a completer). The requirements for graduation are as follows:

Requirements for the Court Reporting Program:

- ✓ Two 5-minute keyboarding tests with 50 wpm or better
- ✓ Three 5-minute tests at 225 testimony (2-voice) with 95% accuracy
- ✓ Three 5-minute tests at 200 jury charge with 95% accuracy
- ✓ Three 5-minute tests at 180 literary with 95% accuracy
- ✓ Satisfactory completion of read back proficiency at speeds of 140 and above
- ✓ Satisfactory completion of all academic courses
- ✓ Sixty verified hours of externship including forty hours actual writing time
- ✓ Produce a 40 page saleable transcript during externship
- ✓ Produce a 2-page narrative report on the externship experience

Diploma, pass cards and transcripts shall be held until graduation requirements are met.

Applicants for the Court Reporting Programs must pass a criminal background check. Applicants with criminal records having been convicted as a felon will not be accepted.



Court Reporting
Associate in Science Degree
143 Credit Hours

This program is designed to develop the student proficiency level needed to pass the required standard state examinations. The goal of each student is to be able to achieve a speed level of 225 wpm in Q/A Testimony, 200 wpm in Jury Charge and 180 wpm in Literary Dictation. The program includes courses that will enable beginning court reporters to enter the field with a broad understanding of the profession. General Education courses are indicated by an asterisk after the course number. Several courses may require prerequisites. Check the course description to determine required prerequisites.

Year 1

<u>1st Term</u>	<u>Credit Hrs.</u>
OST1201 Machine Shorthand Theory I	10
OST1611 C.R. Transcription I	2
OST1305 Proofreading	2
OST1142 Keyboarding I	2
MAC1105* College Algebra	4
Total	20

<u>2nd Term</u>	<u>Credit Hrs.</u>
OST1202 Adv. Machine Theory II	10
OST1612 C. R. Transcription II	2
OST1143 Keyboarding II	2
CTS1208 Computer Application I	3
PSY1012 Introduction into Psychology	4
Total	21

<u>3rd Term</u>	<u>Credit Hrs.</u>
OST1261 60/80 Jury Charge	4
OST1243 60/80 QA Testimony	4
OST1204 Literary	4
OST1613 C.R. Transcription III	2
HSC1530 2-4 Voice w/Medical I	2
OST1620 English for Ct. Reporters	4
Total	20

<u>4th Term</u>	<u>Credit Hrs.</u>
OST1263 100/120 Jury Charge	4
OST1245 100/120 Testimony	4
OST1207 120/140 Literary	4
OST1614 C.R. Transcription IV	2
HSC1530 2-4 Voice w/Medical II	2
OST2231 Comp-Aided Transcription 1	3
Total	19

Year 2

<u>1st Term</u>	<u>Credit Hrs.</u>
OST1265 140/160 Jury Charge	4
OST1246 140/160 QA Testimony	4
OST1208 160/180 Literary	4
OST1615 C.R. Transcription V	2
OST2232 Comp-Aided Transcription II	3
OST2252 Legal Terminology	4
Total	21

<u>2nd Term</u>	<u>Credit Hrs.</u>
OST1267 180/200 Jury Charge	4
OST1247 180/200 QA Testimony	4
OST1616 C.R. Transcription VI	2
HSC1532 Medical Terminology	4
ENC110* English Composition I	4
SPC1606 Public Speaking	3
Total	21



Year 3

<u>1st Term</u>		<u>Credit Hrs.</u>
OST1249	225 Q/A Testimony	2
OST1617	C.R. Transcription VII	2
OST1944	Court Reporter Practicum	2
OST1472	Courtroom Procedures	4
SLS1301	Professional Development	2
POS1049*	American Government	4
BSC1005*	General Biology	4
BSC1005L*	General Biology Lab	1
Total		21

Program Total **145**

*Denotes a General Education course.