

# RTR 180 : Transcript Preparation for Court Reporters

The course is a study of various types of written documents required in the specialized field of court reporting and captioning. Emphasis is placed on the production of transcripts and captioning files. The course includes research, documentation, appropriate punctuation for the spoken word and the development of vocabulary/word usage. Students will demonstrate the ability to understand and implement the basic rules of grammar, spelling, punctuation and capitalization.

**Program**

Court Reporting

**Hours** 3

**Theory Hours** 3