

Court Reporting - Litigation Assistant Short-Term Certificate

Advisors - East Broad Campus:

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NOTICE(s): For the short-term certificate as Court Reporting Litigation Assistant, the student must complete the 26 credit hours from the courses listed above. All courses must be approved by the advisor. Admission Requirements: High school diploma or GED, a minimum score of 5 on the English portion and a minimum score of 70 on the reading portion of the ACCUPLACER Placement Test.

The courses in this program of study may not be offered every semester. It is important to consult with your advisor to determine course schedules to stay on track to graduate.

This program is offered at the East Broad Campus only.

Area V – Required courses

Item #	Title	Hours
RTR 110	Realtime Reporting I / Laboratory	5
RTR 115	Realtime Reporting Technology	3
RTR 130	Realtime Reporting II / Laboratory	5
RTR 131	Civil and Criminal Law and Terminology for Real Time Reporters	3
RTR 180	Transcript Preparation for Court Reporters	3
RTR 230	Realtime Application	2
BIO 120	Medical Terminology	3
ORI 101	Orientation to College	1
WKO 101	Workplace Skills Development I	1
	Sub-Total Credits	26
		26