

**CERTIFICATE:
 INFORMATION REPORTING/SCOPING
 (Suggested Occupational Plan)**

		Lec.	Lab	Sem. Hrs.	Clock Hours
FIRST SEMESTER					
CRTR 1304.	Machine Shorthand I.....	2	4	3	96
CRTR 1308.	Realtime Court Reporting I.....	2	4	3	96
SECOND SEMESTER					
CRTR 1207.	Machine Shorthand Speedbuilding	1	4	2	80
CRTR 1210.	Realtime Court Reporting II.....	1	4	2	80
CRTR 2215.	Court Reporting and Office Procedures.....	2	1	2	48
THIRD SEMESTER					
CRTR 1257.	Literary/Jury Charge Dictation I	1	4	2	80
CRTR 2218.	Testimony Dictation I	1	4	2	80
CRTR 2301.	Intermediate Machine Shorthand.....	2	4	3	96
CRTR 2310.	Realtime Court Reporting III	2	4	3	96
	Total Semester Hours for Certificate			22	

Students who pass the complete Texas Certified Shorthand Reporting Examination during their time as students may have the additional machine shorthand class or classes waived; graduation requirements must be met.