

# Court Reporting



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**DEL MAR COLLEGE**

## Court Reporting:

### Information Reporting/Scoping

With the passing of the Americans with Disabilities Act in 1990, court reporting graduates are finding new job opportunities in captioning, in the classroom, at seminars, during church services, at doctor's offices, etc. The graduate is now being given the opportunity to pursue other career options in the reporting field other than freelance and court work. Text-entry software gives the reporter the ability to produce transcripts of meetings, telephone calls, reports and more into all common Windows document formats.

Scopists work as independent contractors for one or several court reporters reading and editing computer-generated machine shorthand notes to produce written text and transcripts. This certificate provides a job outlet for those students who desire to work in the court reporting field and find they must secure employment within a shorter time. Most scopists work out of their homes, but some court reporters and freelance firms employ scopists in their places of business.

### Judicial Realtime/CART/Captioning

According to the U.S. Federal Bureau of Labor Statistics' Occupational Outlook Handbook 2008-2009, court reporter employment will grow 25 percent through 2016 due to "increasing numbers of civil and criminal cases, coupled with federal telecommunications legislation that requires television captioning and the increasing demand for realtime communication access for people who are deaf and hard of hearing under the Americans with Disabilities Act."

Realtime writers, CART (Communication Access Realtime Translation), and captioners provide the specialized realtime writing skills necessary to meet that demand.

In addition to the general admission requirements of the college, students who apply for acceptance in the Court Reporting program must be proficient in keyboarding. Grade requirements in all Court Reporting course work must be met to fulfill graduation requirements.

### For More Information

Department of Business Administration  
Del Mar College  
101 Baldwin Blvd.  
Corpus Christi, TX 78404-3897  
(361) 698-1372

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

FIRST SEMESTER		SEMESTER HOURS
CRTR 1304	Machine Shorthand I	3
CRTR 1308	Realtime Court Reporting I	3
CRTR 2313	Court Reporting Technology II	3
CRTR 1312	Court Reporting Communications I	3
CRTR 2206	Medical Court Reporting	2
SECOND SEMESTER		
CRTR 1207	Machine Shorthand Speedbuilding	2
CRTR 1210	Realtime Court Reporting II	2
CRTR 2341	Court Reporting Technology III	3
CRTR 1202	Law and Legal Terminology	2
CRTR 2218	Testimony Dictation I	2
CRTR 1257	Literary/Jury Charge Dictation I	2
THIRD SEMESTER		
CRTR 2301	Intermediate Machine Shorthand	3
CRTR 2310	Realtime Court Reporting III	3
<b>Total Semester Hours for Certificate</b>		<b>33</b>

## ENHANCED SKILLS CERTIFICATE: Judicial Realtime/CART/Captioning (Suggested Occupational Plan)

FIRST SEMESTER		SEMESTER HOURS
CRTR 1201	Introduction to Captioning/CART	2
CRTR 1241	Captioning Technology I	2
CRTR 1348	Captioning Speed Building	3
CRTR 1242	Captioning Technology II	2
CRTR 2343	Simulated Courtroom Proceedings (Capstone)	3
<b>Total Semester Hours for Certificate</b>		<b>12</b>

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## Admissions

Del Mar College maintains an “open door” admissions policy. In order to gain admission to the College and prior to registration, students must complete an Admissions File to include:

- Application for Admission
- Official high school transcript or GED test scores and/or official college transcript(s)
- Placement test scores
- Proof of Texas residency for the previous 12 months to qualify for in-state tuition

Contact the Admission Office in the Harvin Student Center (East Campus) or the Administration Building (West Campus) for information related to admission to the College.

## Financial Aid/Scholarships

Financial Aid Services assists students who need financial resources to help pay their College costs. Financial Aid Services provides information on grants, loans, or employment for students with a demonstrated financial need. Many scholarships are also available for students and are awarded based on academic achievement and/or financial need.

More than 5,000 Del Mar students are eligible to receive financial aid each year. Full-or part-time students may apply for need-based financial aid programs or scholarships. The only way for students to determine their eligibility is to apply for financial aid. The best, easiest, and quickest way to apply for aid is by completing the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Results may be available in 7-10 days. The FAFSA application itself may be mailed; however, this process may take anywhere from 4-6 weeks. The Title IV school code for Del Mar College is 003563. Please note that you must provide the previous year’s income tax information regardless of the application process you choose to employ. (Dependent students must provide their parents’ tax information as well.)

Contact Financial Aid Services in the Harvin Student Center (East Campus) or the Coleman Center (West Campus) for further information related to need-based financial assistance or academic achievement-based scholarships.

## Success Initiative

Del Mar College actively supports the Texas “Success Initiative.” Assessment is required to identify the readiness of entering students to enroll in academic coursework. For students needing skill improvement, the College provides developmental courses at a variety of levels to accommodate students’ individual needs. All students may take advantage of New Student Orientation, Freshman Seminar, learning labs, tutoring services, counseling, advising, and PLATO software to supplement their coursework and to meet their education goals.

## Student Services

Del Mar College is dedicated to making education as accessible as possible. For that reason, a comprehensive network of student services is available to all students. More information about each of these services is available through the College Catalog or in the Harvin Student Center on the East Campus or the Coleman Center on the West Campus.

## Student Services

## Phone Number

Admission/Records/Registration/Graduation.....	698-1255
Financial Aid Services.....	698-1293
Counseling/Career Exploration.....	698-1290
Career Job Placement.....	698-1970
Special Services/students with disabilities.....	698-1298
Student Activities/orientation/clubs.....	698-1279
Testing.....	698-1645
Tutoring.....	698-2347

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