

PRACTICUM IN BEGINNING MACHINE SHORTHAND CERTIFICATE OF COMPLETION (NON-CREDIT)

PROGRAM CODE: 1C4223

This NON-CREDIT **Practicum in Beginning Machine Shorthand Certificate** will allow students who are interested in employment in law offices, general offices, government offices, and other venues to acquire entry-level skills to perform simple dictation tasks.

Code	Title	Hours
Required courses:		
CTRP N030C	Court Reporting Lab	5-90
CTRP N042C	Machine Shorthand Speed Blg 1	5-90
CTRP N043C	Machine Shorthand Speed Blg 2	5-90
Total Hours:		15-270

Program Student Learning Outcomes:

OUTCOME 1: Acquire the necessary basic skills to take dictation at 100 words per minute. The certificate is designed for entry-level work transcribing audio and video tapes in law offices, the court system, and other venues. These skills are necessary in order to seek employment doing basic transcription work.

[http://www.curricunet.com/Cypress/reports/program_report.cfm?
programs_id=1436](http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1436)