

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

PROGRAM CODE: 1C42222

This NON-CREDIT **Practicum in Intermediate Machine Shorthand Certificate** will prepare students for future employment in CART and hearing reporting.

Code	Title	Hours
Required Courses:		
CTRP N030C	Court Reporting Lab	5-90
CTRP N044C	Machine Shorthand Speed Blg 3	5-90
CTRP N045C	Machine Shorthand Speed Blg 4	5-90
CTRP N046C	Machine Shorthand Speed Blg 5	5-90
Total Hours:		20-360

A student who completes this program (degree/certificate) will

OUTCOME 1: Acquire the necessary intermediate skills to take dictation at speeds ranging up to 160 words per minute. The certificate is designed for intermediate level work in machine shorthand. This certificate will provide the students with stenographic skills that are applicable to non-court work specifically in law offices transcribing attorney briefs, general office work where dictated material needs to be transcribed, medical transcription, and other settings where recordation of meetings needs to be transcribed. These skills are necessary to seek employment as a transcriptionist.

[http://www.curricunet.com/Cypress/reports/program_report.cfm?
programs_id=1437](http://www.curricunet.com/Cypress/reports/program_report.cfm?programs_id=1437)