



PROGRAM OUTCOMES

COURT REPORTING TECHNOLOGIES (SHORT TERM CERTIFICATE)

1. Work Standards. Adhere to ethical standards and requirements while completing work in a timely manner.
2. Transcription Production. Utilize appropriate reference materials (medical dictionaries, PDR, internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.
3. Freelance. Work independently and apply business procedures to maintain a freelance practice.
4. Tools/Transcription. Utilize CAT software and knowledge of stenotype to produce transcripts and write at a minimum speed of 140 wpm with 95% accuracy.