



PROGRAM OUTCOMES

COURT REPORTING AND CAPTIONING

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. Write 225 wpm with 95% accuracy and apply real time technology skills.
5. Real Time Writing. Effectively apply the use of specialized vocabulary (business, sports, meteorology, politics) as found in current events to capture the spoken word in real time writing.
6. Court Procedure. Apply appropriate courtroom procedures to professional work.
7. Professional. Maintain a professional appearance and demeanor in a legal setting while adhering to ethical standards and requirements and completing work in a timely manner.
8. Sit for the Registered Professional Reporter (RPR) Certification Exam.