



COURT REPORTING TECHNOLOGY & COURT REPORTING 2 & 3

Program Content

- Learn real-time shorthand theory
- Develop steno writer skills to record examination proceedings, testimony, judicial opinion, judge's charge to jury, judgment or sentence of a court, or other proceedings
- Prepare to attain the Registered Professional Reporter Industry Certification

Program Length

- 750 hrs | **Court Reporting Technology**
Full Time 7 months/ 25 weeks
- 600 hrs | **Court Reporting 2**
Full Time 6 months/ 20 weeks
- 1500 hrs | **Court Reporting 3**
Full Time 15 months/ 50 weeks

Approximate Cost

\$9,908

Location

Main Campus

Schedule

- **Online**

Enrollment of New Students

- August 15, 2018
- October 22, 2018
- January 8, 2019
- April 1, 2019
- June 6, 2019

Orientation

- **Wednesday** - see back page for details



Description of Program

This three-program sequence, approved by the National Court Reporters Association, prepares students for employment in the field of court reporting as a Transcriptionist, Scopist and Court Reporter. Students learn realtime shorthand theory and develop steno writer skills to record examination proceedings, testimony, judicial opinion, judge's charge to jury, judgment or sentence of a court, or other proceedings. This program is a precursor to the burgeoning fields of Communication Access Realtime Translation (CART) and closed captioning for persons with hearing loss. Students will be prepared to attain the Registered Professional Reporter industry certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview - see back page for details
- Computer with Internet access, microphone/speakers, Microsoft Office 2016 and Windows 7, 8 or 10 operating system
- Basic computer skills

Industry Certification & State Credential Exams

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

- Certified Real Time Captioner
- Florida Professional Reporter
- Registered Professional Reporter (RPR)

College Credit Transfer Opportunity and/or Advanced Credit

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System.

For eligibility requirements, visit <http://www.broward.edu/academics/cpl/Pages/technical-college.aspx>

Gainful Employment

For more information about this program, visit the link below.



<http://www.sheridantechicalcollege.edu/gainful-employment/CourtReportingTranscriptionist/22.0303-Gedt.html>



<http://www.sheridantechicalcollege.edu/project/court-reporting-2-gedt/>



<http://www.sheridantechicalcollege.edu/project/court-reporting-3-gedt/>



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Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

1. Attend Orientation

Program specific orientation is held Monday through Thursday. To register for orientation

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

2. Apply for Financial Assistance (OPTIONAL)

- If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

3. Take the Test of Adult Basic Education (TABE)

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. Please refer to the second page for a list of basic skills exemptions. The TABE computer-based test assesses students in the areas of reading, math and language. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist. To register, a test fee of \$15.00 is required along with a valid picture ID. The test schedule and registration location is as follows:
- **Main (Hollywood) Campus:** M-Th report to Building 11, Office of Student Affairs no later than 9:00 a.m. (Report to Building 11 no later than 8:30 a.m. when also attending orientation)
- **West (Pembroke Pines) Campus:** T, W, F report to the main office no later than 8:00 a.m.

4. Counselor Interview

- An interview with the program counselor/advisor is required to finalize the admissions process. Topics to be discussed include: TABE scores, basic skills exemption, remediation, Florida residency for tuition purposes, etc. Test scores cannot be provided over the phone. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

5. Register for Class

- Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving an acceptance letter. Registration is ongoing, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class.

BASIC SKILLS EXEMPTION - You may be exempt from the TABE if you:

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (**official high school transcript required**);
- Possess a college degree at the associate in applied science (AAS) level or higher from an accepted accredited college or university (**official diploma or transcript required**);
- Demonstrate readiness via the 2014 GED®, P.E.R.T, ACT, SAT, WBST and/or GAIN (**official test results required**);
- Active duty member of any branch of the United States Armed Services (**paper order or ID card required**);
- Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (**official test results required**); or
- Enrolled in an apprenticeship program that is registered with FDOE.

COURT REPORTING TRANSCRIPTIONIST (B600100)

Tuition/Registration	\$2,383
PAVE	\$2,100
Lab	\$188
Registration Fee	\$60
Student Activity Fee	\$20
Test Fee	\$15

Books/Supplies \$303

Phoenix Theory Book I & II 2014
Fast Track to Machine Shorthand+CD

Approximate Program Cost \$2,686

COURT REPORTING 2 (B700600)

Tuition/Registration	\$1890
PAVE	\$1,680
Lab	\$150
Registration Fee	\$60

Books/Supplies \$95

Learn to Use Case CATalyst Version 15 & 16

Approximate Program Cost \$1,985

COURT REPORTING 3 (B700700)

Tuition/Registration	\$4,735
PAVE	\$4,200
Lab	\$375
Registration Fee	\$120
Student Activity Fee	\$40

Books/Supplies \$303

Quick Medical Terminology 5th Ed. ISBN: 9780470886199
Court Reporter's Handbook 5th Ed. ISBN: 9780135049563
Court Reporter's Language Arts Workbook ISBN: 9780131843912

*See the bookstore for the most updated book/supply list.

Industry Certifications \$199

Certified Real Time Captioner
Florida Professional Reporter
Registered Professional Reporter (RPR)

Approximate Program Cost \$5,237

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

STC_Program Sheets Rev 9.2018

Sheridan Technical College & Technical High School – Thomas Moncilovich, Director

Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Annette Johnson, Assistant Director | Jose Laverde, Assistant Director



Sheridan Technical College is able to provide more information about our graduation rates, the median debt of students who have completed the programs, and other important information, please visit our website at <http://www.sheridantech-college.edu/gainful-employment-pages>.



Sheridan Technical College is accredited by the Commission of the Council on Occupational Education.
7840 Rosewell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel (770) 396-3898 • Fax (770) 396-3790
www.council.org



Sheridan Technical College Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



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