

Student Name: \_\_\_\_\_

Colleague #: \_\_\_\_\_

Date: \_\_\_\_\_

# Court Reporting

(2005-Fall 2015)

(329.2) ALLEGHENY  
Certificate

## First Semester

CRT-100	Court Reporting Orientation
CRT-101	Court Reporting 1
CRT-103	Machine Shorthand Theory

Credits	Term Taken	CCAC Grade	TRF/CBE* CLEP/AP*
1	_____	_____	_____
4	_____	_____	_____
4	_____	_____	_____

## Second Semester

CRT-102	Court Reporting 2
CRT-104	Speedbuilding
CRT-111	Court Transcription 1

4	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____

## Summer

CRT-106	Question and Answer 1
CRT-107	Jury Charge 1
CRT-108	Literary 1

3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____

## Third Semester

ALH-140	Medical Terminology
CRT-206	Question and Answer 2
CRT-207	Jury Charge 2
CRT-208	Literary 2
CRT-211	Court Transcription 2

3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____

## Fourth Semester

BUS-251	Business Law 1
CRT-216	Question and Answer 3
CRT-217	Jury Charge 3
CRT-218	Literary 3

3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____

## Summer

CRT-226	Question and Answer 4
CRT-227	Jury Charge 4
CRT-228	Literary 4
CRT-252	Court Reporting Internship

3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____
3	_____	_____	_____

**Minimum Credits to Graduate 67**

Comments: \_\_\_\_\_

\* TRF=Transfer Credit CBE=Credit by Exam CLEP=College Level Examination Program AP=Advanced Placement Examination

This advising/graduation checksheet lists the program requirements for students entering CCAC in the academic year indicated. A continuing student may graduate with the requirements in effect the year the student entered CCAC. All students must earn 30 college level credits in CCAC classes (this includes distance education courses) and have a minimum institutional GPA of 2.0. Mathematics electives must be at the 100 level. The remaining program credits may include transfer credit, credit by examination, CLEP, or AP examinations. Institutional credits and GPA are used to determine eligibility for graduation.