

Student Name: _____

Colleague #: _____

Date: _____

Court Reporting
(329.3) ALLEGHENY
Certificate

(Spring 2015-2015)

First Semester		Credits	Term Taken	CCAC Grade	TRF/CBE* CLEP/AP*
CRT-100	Court Reporting Orientation	1	_____	_____	_____
CRT-101	Court Reporting 1	4	_____	_____	_____
CRT-103	Machine Shorthand Theory	4	_____	_____	_____
Second Semester					
CRT-102	Court Reporting 2	3	_____	_____	_____
CRT-104	Speedbuilding	3	_____	_____	_____
CRT-111	Court Transcription 1	3	_____	_____	_____
CRT-205	Machine Shorthand Theory	3	_____	_____	_____
Summer					
CRT-106	Question and Answer 1	3	_____	_____	_____
CRT-107	Jury Charge 1	3	_____	_____	_____
CRT-108	Literary 1	3	_____	_____	_____
Third Semester					
ALH-140	Medical Terminology	3	_____	_____	_____
CRT-206	Question and Answer 2	3	_____	_____	_____
CRT-207	Jury Charge 2	3	_____	_____	_____
CRT-208	Literary 2	3	_____	_____	_____
CRT-211	Court Transcription 2	3	_____	_____	_____
Fourth Semester					
BUS-251	Business Law 1	3	_____	_____	_____
CRT-216	Question and Answer 3	3	_____	_____	_____
CRT-217	Jury Charge 3	3	_____	_____	_____
CRT-218	Literary 3	3	_____	_____	_____
Summer					
CRT-226	Question and Answer 4	3	_____	_____	_____
CRT-227	Jury Charge 4	3	_____	_____	_____
CRT-228	Literary 4	3	_____	_____	_____
CRT-252	Court Reporting Internship	3	_____	_____	_____

Minimum Credits to Graduate 69

* 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.

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Comments: _____

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