

PROGRAM DETAILS

Upon successful completion of the Theory course, students transition into Speed Building.

Speed Building courses are offered year-round during the Spring, Summer, and Fall semesters through Taft College, with both in-person and online options available.

The goal of this phase is to achieve speeds of 225–240 words per minute and qualify for the State Dictation Examination. This exam consists of a 10-minute, four-voice dictation at 200 words per minute.

In addition to passing the Dictation Examination, applicants must also pass an English exam and a Professional Practices exam to obtain their Certified Shorthand Reporter (CSR) license.

To be eligible to sit for the state examination, students must complete the following requirements:

English – 240 hours

Legal – 150 hours

Medical – 120 hours

Transcript Procedures – 25 hours

Apprenticeship – 60 hours

Technology – 60 hours

Resource Materials – 5 hours

Total Minimum Academic Hours: 660

In addition, students must complete:

Machine Shorthand & Transcription Hours: 2,300

These requirements may be fulfilled through a combination of general education courses (such as English, Criminal Justice, and Medical Terminology) and core court reporting courses offered through Taft College.