

MKA Program Completion Plan

Quarter 1

- Beginning Court Reporting Machine Technology

Quarter 2

- Intermediate Court Reporting Machine Technology
- English Homophones 1
- Medical Terminology for Court Reporters 1

Quarter 3

- Advanced Court Reporting Machine Technology
- English Homophones 2
- Medical Terminology for Court Reporters 2

Quarter 4

- Speed Building 1 (100 Literary/120 Jury Charge/140 Testimony)*
- Court Reporting Punctuation
- Court Reporting Technologies

Quarter 5

- Speed Building 2 (120 Lit./140 JC/160 Test.)

Quarter 6

- Speed Building 3 (140 Lit./160 JC/180 Test.)

Quarter 7

- Court Reporting Procedures
- Speed Building 4 (160 Lit./180 JC/200 Test.)

Quarter 8

- Internship
- Speed Building 5 (180 Lit./200 JC/225 Test.)

Quarter 9 (optional)

- Speed Building 6 (200 Lit./220 JC/250 Test.)
- Speed Building 7 (220 Lit./240 JC/280 Test.)

*please note that those are the speeds you need to test out of, not start at.

Please keep in mind that this course plan is for finishing this program in 24 months (2 years), with Theory taking nine months.

****Online non live students have four months to complete the first three quarters (Theory/Eng/Med) versus the three months online live/onsite students do it in. If you take a year to complete Theory (vs. the nine months onsite and online live students finish it in), and would like to complete the program in two years, you would need to get through Speed Building in a year.**

*****In calculating hours for attendance, EVERYONE is on a three month quarter.**