College Expands Legal Programs, Adds Court Reporting To Curriculum

Spencerian College has taken a major step in expanding its curriculum to include Touch Shorthand and Court Reporting. Opportunities in the ever-expanding world of business present the man or woman with skill, opportunities to expand into a career offering earnings up to $25,000 per year.

**TOUCH SHORTHAND**

Touch Shorthand is the modern shorthand system that utilizes the remarkable STENOGRAPH shorthand machine. It combines keyboard ease with machine efficiency and accuracy. The basic simplicity of the Touch Shorthand system lets the student develop skill levels of from 100 to over 250 words per minute.

The keys on the STENOGRAPH shorthand machine let the student print the sounds of words, in plain English letters on a paper tape. In operation, the student uses both hands and can press any number of keys simultaneously, to write a whole syllable, word, or phrase at a single stroke. Long words are written simply as a succession of sounds. The student can write accurately words he has never even heard before! As in touch typing, as compared to handwriting, the student does not have to look at the keyboard or watch what he is writing.

The STENOGRAPH shorthand machine is manually operated. Light finger pressure alone operates the machine—there are no motors, electric cords, or batteries. The pressure it takes to depress the keys is less than that required to operate most electric typewriters, so the student can operate the machine for long periods with virtually no fatigue.

Spencerian is one of the few schools south of Chicago teaching this system. Students will have the option to take Gregg Speedwriting or Stenograph Machine Shorthand.

**COURT REPORTING**

One of the most financially rewarding careers available through touch shorthand is that of Court Reporter. In Court Reporting the stenographer takes verbatim information and transcribes it into typed form.

Verbatim reporting is an attractive and expanding profession, with high earnings and top security. It is used in courts, conventions, hearings, and all branches of government.

State and Federal Courts utilize a large number of court reporters on their staffs. Other government agencies such as Social Security, Welfare, and Employment Security maintain large staffs of reporters for investigations and hearings.

Government service is not the only field of opportunity available to the court reporter. Newspapers, law firms, and large business corporations have found a growing need for the well-trained court reporter. Most courts have one or more official reporters who usually earn from $8,000 to $20,000 a year. Congress, state legislatures, and the United Nations have staffs of reporters who record nearly all proceedings-committee meetings as well as regular sessions.

There are reporting agencies, ranging from individual "free lancers" to organizations with large staffs, that contract for various assignments, from inquests to conventions.

**LEGAL SECRETARY BEGINNING**

Students attending Spencerian can begin a career as a Legal Secretary and expand into court reporting as their career develops. If court reporting is not a career goal, the students in the Legal program can be in demand in the legal field and enter a secretarial position.

**Reception Held For Medical Students**

**Cont. from P. 1**

conduct herself in a professional manner.

The second level of achievement in the medical pyramid to success is the Medical Pinning ceremony. (See Pinning Ceremony—Page 6). The third step in achievement is entering the medical internship in a hospital or doctor's office. The final tier of success is graduation and entering full-time employment in the medical profession.

The reception was held in the Fashion-Nancy Taylor complex, and advanced medical students served punch and finger sandwiches. Second quarter medical students' parents were invited, and the students officially began wearing the medical uniform.

Students honored at the reception were Lu Anne Howell, Marilyn Puckett, Nancy Campisano, Belinda Cook, Valerie Burch, Teresa Windell, Anela Judd, Lois Overpeck, Donna Williams, Kim Caufield, Kathy Kiper and Debbie Busick.

Also recognized were Debbie Erhart, Barbara Chowning, Cathy Powell, Leigh King, Marianne Collings, Chelia Sandusky, Kathy Ellingsworth, Janice Martin, Charlene Kitchen, Trina Shearer, Cheryl Ash and Richelle Dennison.

**Fashion Students Enter Internships**

On November 16, Spencerian College Fashion students entered Fashion Internships at twelve different retail establishments. During the six-week work experience, students receive two college credits and are required to complete an assigned project.

As a project, the students must submit a paper and notebook on a study of the store's buying policies, procedures and structure, or to study the Fashion Merchandising philosophy of the store.

All students must introduce, in writing, the store, its location, number of employees, merchandise nature and operating procedures.

Fashion students will return to classes on January 2, 1974.