Mission Statement

Our mission is to be a leading institute for training entry-level court reporters, paralegals, legal secretaries, administrative assistants, medical office specialists, and medical assistants for the Dallas/Fort Worth area.

The mission of the Court Reporting and Court Reporting Stenomask Reporter programs is to prepare the student for an entry-level position as a court reporter, closed captionist, or CART reporter by developing his or her machine shorthand or stenomask speed to 225 words per minute.

The mission of the Paralegal/Legal Assistant program is to prepare the student for an entry-level position as a paralegal/legal assistant in an attorney's office, governmental agency, corporate office, or other legal entity.

The mission of the Legal Secretary program is to prepare the student for an entry-level position as a secretary in the business or legal field.

The mission of the Administrative Assistant program is to prepare the student with general office skills and business administration skills using computer knowledge and software applications and to prepare them for an entry-level position as a computer operator, secretary, administrative assistant, data-entry clerk, or customer service representative in both public and private sector work settings and include, but are not limited to, telecommunications companies, financial institutions, computer companies, schools, hospitals, doctors' offices/clinics, transportation companies, property management companies, records retrieval/storage companies, and oil/gas companies.

The mission of the Medical Office Specialist program is to prepare the student for an entry-level position as a medical office specialist in a medical office, hospital, clinic, or other related workplace setting.

The mission of the Medical Assistant program is to prepare the student for an entry-level position as a medical assistant or related position in a medical office, hospital, clinic, or other related medical workplace setting.

It is the school's philosophy that strong relationships with professionals who are in the field for which the students are studying are vital to a thorough training program.

It is also the school's philosophy that students must be willing to do their part by studying regularly, practicing diligently, and attending classes on a regular basis. Being present for class is important. Students must also spend time outside of class studying or practicing. Perseverance leads to graduation.

It is our mission to work with students who are willing to expend the time and effort necessary to graduate from their chosen program.

A student's ultimate success is directly dependent upon his or her own motivation and application to all areas of knowledge and skill development presented in each program.