

# COURT REPORTING (CTRP)

## **CTRP N030C Court Reporting Lab 0 Units**

This course is designed as an open entry lab to fulfill the Court Reporter's Board lab requirements for court reporting students receiving instruction in theory to 100 words per minute. Open Entry/Open Exit. Pass/No Pass. \$3.00 Materials Fee - Payable at Registration.

## **CTRP N042C Machine Shorthand Speed Blg 1 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 80 wpm for a minimum of three minutes with 95 percent accuracy. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N043C Machine Shorthand Speed Blg 2 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the machine. The student will review theory and develop sufficient skills to take new material dictation at 100 wpm for a minimum of five minutes with 95 percent accuracy. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N044C Machine Shorthand Speed Blg 3 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 120 wpm for five minutes with 95 percent accuracy. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on jury charge material. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N045C Machine Shorthand Speed Blg 4 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will review techniques of writing and develop sufficient skills to take new material dictation at 140 wpm for five minutes with 95 percent accuracy. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on jury charge material. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N046C Machine Shorthand Speed Blg 5 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 160 wpm for five minutes with 98 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N047C Machine Shorthand Speed Blg 6 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the steno machine. The student will develop sufficient skills to take new material dictation at 180 wpm for ten minutes with 97.5 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N048C Machine Shorthand Speed Blg 8 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at 200 wpm for 10 minutes with 97.5 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N049C Machine Shorthand Speed Blg 8 0 Units**

This course promotes further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material at 200 and 220 wpm sustained dictation with 97.5 percent accuracy. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N057C Mchine Shrhnd Chllnge-Bg (NC) 0 Units**

This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency at 160 wpm in taking two-voice, literary, and jury charge material in preparation for the RPR (national test) with special emphasis on formatting, capitalization, abbreviations and paragraphing. Live reading will be introduced. This course is non-credit. Open Entry/Open Exit. Pass/No Pass

## **CTRP N058C Mchne Shrhnd Chllnge-Int (NC) 0 Units**

This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking two-voice, literary, and jury charge in preparation for the RPR national testing program 180 wpm. Live reading will be introduced. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N059C Mchne Shrhnd Chllnge-Adv (NC) 0 Units**

This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in preparation for the national RPR examination with two-voice, jury charge, and literary material with special emphasis on dictionary conflict resolutions for homonyms. Dictation is offered 200 wpm. Live reading will be emphasized. This course is non-credit. Open Entry/Open Exit. Pass/No Pass.

## **CTRP N060C Mchine Shrhnd Chllnge-Pro NC 0 Units**

This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking two-voice, literary, and jury charge in preparation for the RPR national testing program 180 wpm. Live reading will be introduced. This course is non-credit. Open Entry/Open Exit. Pass/No Pass

## **CTRP 033 C Internship - Agency Services 2 Units**

Term hours: 36 lecture. This course provides practical work experience in an office setting in order to prepare the student to work in a court reporting agency. There will be 40 hours of internship required, plus 10 hours of observation.

## **CTRP 034 C Internship - Court Services 2 Units**

Term hours: 36 lecture. This course offers practical work experience in order to prepare the student to work in an administrative or clerical capacity in the California court system. There will be 40 hours of internship required, along with 10 hours of observation.

**CTRP 040 C Beginning Machine Shorthand Theory 3 Units**

Term hours: 36 lecture and 54 laboratory. This first semester course covers the basic theory of machine shorthand and mastery of the keyboard. This course meets partial requirements of the Court Reporter's Board and the National Court Reporter's Association. Recommend concurrent enrollment in CTRP 041 C. Three hours of court observation required. Pass/No Pass/Letter Grade Option.

**CTRP 041 C Court Reporting Theory Review 3 Units**

Term Hours: 36 lecture and 54 laboratory. This course covers the review of basic theory of court reporting which emphasizes reporting theory, reading fluency, and transcribing skills. This course meets partial requirements of the Court Reporter's Board and National Court Reporter's Association. Pass/No Pass/Letter Grade Option

**CTRP 050 C CSR-RPR Directed Practice 3 Units**

Term hours: 36 lecture and 54 laboratory. This course promotes a further development of speed and accuracy in taking dictation on the machine. The student will develop sufficient skills to take new material dictation at speeds ranging from 180 to 260 wpm. This course meets the requirements of the Court Reporter's Board and the National Court Reporter's Association for speed level on question and answer and trial testimony. Pass/No Pass/Letter Grade Option

**CTRP 051 C Court Conf Reporting - Legal 3 Units**

**Advisory:** Students seeking additional support are encouraged to enroll concurrently in noncredit CTRP 043 C.

Term hours: 36 lecture and 54 laboratory. This course consists of an application of court reporting theory to the keyboard to develop dictation rates of 60 to 100 wpm for a minimum of three minutes with 95 percent accuracy. Emphasis is on jury charge, literary, and question and answer material. Legal vocabulary, California formatting, and court reporting punctuation rules are introduced. Three hours of court observation is required. Pass/No Pass/Letter Grade Option

**CTRP 052 C Court Conf Rptg - Medical 3 Units**

**Advisory:** Students seeking additional support are encouraged to enroll concurrently in noncredit CTRP 044 C and 045 C.

Term hours: 36 lecture and 54 laboratory. This course applies court reporting theory to the steno keyboard to develop dictation rates of 120 -to 140 wpm for a minimum of three minutes with 95 percent accuracy with emphasis on medical terminology. Three hours of court observation required. Pass/No Pass/Letter Grade Option

**CTRP 053 C Court Conf Rptg -Congressional 3 Units**

**Advisory:** Students seeking additional support are encouraged to enroll concurrently in noncredit CTRP 046 C.

Term hours: 36 lecture and 54 laboratory. This course offers further development of speed and accuracy on the steno machine in taking dictation to increase machine shorthand speed and strengthen transcription skills with emphasis on congressional record material, at speeds ranging from 160 to 180 wpm for a minimum of three minutes with 95 percent accuracy. Pass/No Pass/Letter Grade Option

**CTRP 054 C Two and Four Voice Testimony 3 Units**

Term hours: 36 lecture and 54 laboratory. This course develops familiarity with a simulated courtroom scene consisting of the judge, the clerk, attorneys for the plaintiff and the defendant, and a witness participating in two and four voice dictation. Students will identify each speaker with appropriate machine designations in multi-voice testimony at 120-140 words per minute for a minimum of three minutes, transcribed in proper format with 97.5 percent accuracy. Pass/No Pass/Letter Grade Option.

**CTRP 055 C Court Conf Rptg - Jury Charge 3 Units**

**Advisory:** Students seeking additional support are encouraged to enroll concurrently in noncredit CTRP 047 C.

Term hours: 36 lecture and 54 laboratory. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 160 to 180 wpm. This course prepares the student for the machine portion of the RPR examination. Pass/No Pass/Letter Grade Option.

**CTRP 056 C Court Conf Rptg - Jury Charge 3 Units**

**Advisory:** Students seeking additional support are encouraged to enroll concurrently in noncredit CTRP 048 C and CTRP 049 C.

Term hours: 36 lecture and 54 laboratory. This course presents an intensive application of court reporting theory to develop further reading and transcribing skills in jury charge, opening and closing arguments, legal opinion and other courtroom material at speeds ranging from 180 to 200 wpm. This course prepares the student for the machine portion of the RPR examination. Pass/No Pass/Letter Grade Option.

**CTRP 057 C Mach. Shorthand Challenge-160 2 Units**

Term hours: 18 lecture and 72 laboratory. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 160 wpm. Live reading will be introduced. Pass/No Pass/Letter Grade Option.

**CTRP 058 C Mach. Shorthand Challenge-180 2 Units**

Term Hours: 18 lecture and 72 laboratory. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 180 wpm. Live reading will be introduced. Pass/No Pass/Letter Grade Option.

**CTRP 059 C Mach. Shorthand Challenge-200 2 Units**

Term hours: 18 lecture and 72 laboratory. This course is designed for the advanced court reporting student and the transfer student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 200 wpm. Videotaped testimony and live reading will be introduced. Pass/No Pass/Letter Grade Option.

**CTRP 060 C Mach. Shorthand Challenge-220 2 Units**

Term hours: 18 lecture and 72 laboratory. This course is designed for the advanced court reporting student to gain additional proficiency in taking multiple-voice testimony in a simulated environment at 220 wpm. Videotaped testimony and live reading will be introduced. Pass/No Pass/Letter Grade Option

**CTRP 063 C Internship - Legal Videography 1.5 Units**

**Prerequisite(s):** Students must be enrolled in the Legal Videography Certificate.

Term hours: 18 lecture. This course offers practical work experience in legal videography in order to prepare video recordings of courtroom, deposition, and other legal proceedings. Internship will be scheduled with members of the videography community. Internships may be paid (37.5 hours) or unpaid (30 hours).

**CTRP 065 C Advanced CAT Systems 2 Units**

**Advisory:** The student must have completed a CAT (Computer-Aided Transcription) dictionary.

Term hours: 18 lecture and 54 laboratory. This course is designed as an advanced CAT (Computer Aided Transcription) class to provide further instruction in CAT based court reporting software programs. A heavy emphasis will be placed on document production.

<b>CTRP 067 C Basic Vocabulary Development</b>	<b>2 Units</b>	<b>CTRP 079 C Internship- CART</b>	<b>3 Units</b>
Term hours: 36 lecture. This basic course is designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.		Term hours: 36 lecture and 54 laboratory. This course is designed to provide the CART (Communication Access Realtime Translation) student with practical work experience recording and reporting seminars, hearings, and lectures. Internships may be paid or unpaid. There will be 50 hours of internship plus 10 hours of observation.	
<b>CTRP 068 C Advanced Vocabulary Development</b>	<b>1.5 Units</b>	<b>CTRP 080 C Internship - Law Office</b>	<b>2 Units</b>
Term hours: 27 lecture. This course is an advanced course designed to enrich vocabulary and improve spelling. The emphasis is on increasing general business and professional terminology.		Term hours: 18 lecture and 54 laboratory. This course offers practical work experience in an approved law office in the County of Orange or Los Angeles. Internship will be scheduled during the semester, depending on available law office openings. This course fulfills partial requirements of the Law Office Administration degree and the Legal Administrative Assistant Certificate. 40 hours of internship in the field, along with 10 hours of observation.	
<b>CTRP 071 C Legal Terminology and Rhetoric</b>	<b>3 Units</b>	<b>CTRP 081 C Internship - Court Reporting</b>	<b>3 Units</b>
Term hours: 54 lecture. The course includes instruction in the terminology used in legal proceedings and legal documents. The topics covered include terminology in civil and criminal litigation and cases in equity.		<b>Prerequisite(s):</b> CTRP 047 C with a grade of C or better. Term hours: 36 lecture depending on units attempted and forty hours in the courtroom or in deposition proceedings plus ten hours of observation. This course offers practical work experience in approved court and deposition proceedings. Internship will be scheduled during the semester, depending on available court and deposition openings. This course fulfills partial requirements of the Court Reporter's Board. Court Reporting Internships are unpaid. There will be 50 hours in the courtroom or in deposition proceedings, plus 10 hours of observation.	
<b>CTRP 072 C Legal Procedures</b>	<b>4 Units</b>	<b>CTRP 083 C Computer Aided Transcription - Stenograph</b>	<b>2 Units</b>
Term hours: 72 lecture and 18 laboratory. This course is designed to train the legal secretarial, paralegal, or court reporting student in legal procedures and practical law office skills and knowledge in the areas of general office duties, non-court documents, the courts, court documents, litigation, appeals, and other court actions. This course may be taught using a computer. Three hours of court observation required.		Term hours: 18 lecture and 54 laboratory. This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to Stenograph Computer-Aided Transcription software.	
<b>CTRP 073AC Spelling for Modern Business</b>	<b>1 Unit</b>	<b>CTRP 084 C Computer Aided Transcription - Eclipse</b>	<b>2 Units</b>
Term hours: 18 lecture. This course is designed as an 18-hour intensive review of frequently misspelled words, homonyms, synonyms, and antonyms. The emphasis will be on business, legal, medical, and technical terminology. This course meets partial requirements of the Court Reporter's Board for the English requirements for the CSR Certification Program.		Term hours: 18 lecture and 54 laboratory. This course uses computer-based instruction as well as hands-on applications to introduce the court reporting student to ECLIPSE Computer-Aided Transcription software.	
<b>CTRP 073BC Punctuation for Court Report.</b>	<b>1 Unit</b>	<b>CTRP 085 C Computer Aided Transcription - Dictionary Building</b>	<b>2 Units</b>
Term hours: 54 lecture. This course is designed as an 18-hour intensive review of punctuation styles and rules used in court documents, letters, legal office documents, contracts, memorandums, and reports. The emphasis will be on basic punctuation rules as they apply to written business, legal, medical, and technical documents. This course meets partial requirements of the Court Reporter's Board for English and the CSR Certification Program.		Term hours: 18 lecture and 54 laboratory. This course will enable court reporting students to start building their personal dictionary using one of several CAT (Computer Aided Transcription) software systems.	
<b>CTRP 073CC Formatting, Style and Usage</b>	<b>1 Unit</b>	<b>CTRP 086 C Internship - Proofreading</b>	<b>1.5 Units</b>
Term hours: 18 lecture. This course is designed to provide the court reporting student and the computer editor (scopist) major with instruction in preparing and formatting California court transcripts and depositions. Instruction will include format styles, usage, and fundamentals of document production using the computer.		Term hours: 18 lecture and 27 laboratory. This course offers practical work experience in proofreading in order to prepare court, deposition, and other legal documents. Internship will be scheduled within the court reporting community. Internships may be paid or unpaid. There will be 30 hours of internship required.	
<b>CTRP 073DC Proofreading</b>	<b>1 Unit</b>	<b>CTRP 087 C Internship - Hearing Reporter</b>	<b>3 Units</b>
Term hours: 18 lecture. This course is designed to provide the court reporting student with instruction in editing and proofreading in order to prepare a final California court transcript, deposition, hearing transcript or other related legal document.		Term hours: 36 lecture and 54 laboratory. This course offers practical work experience in the field of hearing reporting. Students will work in the field taking hearings, meetings, conferences, seminars, and workman's compensation proceedings. Internships may be paid or unpaid. There will be 50 hours internship, plus 10 hours of observation.	
<b>CTRP 074 C CSR-RPR Exam Preparation</b>	<b>3 Units</b>	<b>CTRP 088 C Internship - Captioning</b>	<b>3 Units</b>
Term hours: 54 lecture. This course is designed to prepare the student to successfully pass the written portion of any or all of the following examinations: CSR and/or RPR. Pass/No Pass.		Term hours: 36 lecture and 54 laboratory. This course offers practical work experience in the field of captioning, both on-line and off-line. Internship will be scheduled during the semester at various sites, including on-campus opportunities for development and perfection of captioning skills. A 15,000 word CAT dictionary is necessary to complete captioning projects. Internships may be paid or unpaid. There will be 50 hours of internship, plus 10 hours of observation.	
<b>CTRP 076 C Court and Deposition Proc</b>	<b>3 Units</b>		
Term hours: 54 lecture. This course provides extensive training in court and deposition procedures with heavy emphasis on court structure, pre-trial and trial procedures, law office procedures, ethics, and document production.			

**CTRP 089 C Court Conf Rptg - Lit II 3 Units**

Term hours: 36 hours lecture and 54 hours laboratory. This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 140 to 180 wpm. Students will be introduced to a broad spectrum of vocabulary with special emphasis on topics that will lead to a career in Communication Access Realtime Translation (CART) reporting. Pass/No Pass/Letter Grade Option.

**CTRP 090 C Court Conf Rptg - Literary 3 Units**

Term: 36 hours lecture and 54 hours laboratory. This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 110 to 150 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, steno interpreting, and other alternative careers.

**CTRP 091 C Advanced Dictionary Build 2 Units**

Term hours: 18 lecture and 54 laboratory. This course is designed for court reporting students, working reporters and captionists in order to further develop, modify, and refine their personal dictionary using one of several Computer Aided Transcription software systems.

**CTRP 093 C Information Technology-CTRP 2 Units**

Term hours: 36 lecture. This course is designed to introduce students to court reporting information technology, hardware technology, software applications, research links, auxiliary equipment, and CAT industry requirements. Pass/No Pass/Letter Grade Option.

**CTRP 096 C Court Conf Rptg - Lit III 3 Units**

Term: 36 lecture and 54 laboratory. This course is designed to prepare the student to record a variety of literary dictation material at speeds ranging from 180 to 220 wpm. Students will be introduced to a broad spectrum of vocabulary designed to prepare them for convention reporting, hearing reporting, steno interpreting, and closed captioning. Pass/No Pass or Letter Grade Option.

**CTRP 097 C Internship - Scoping Editing 1.5 Units**

Term hours: 18 lecture and 27 laboratory. This course offers practical work experience in scoping/editing in order to prepare court, deposition, and other legal documents. Internship will be scheduled with members of the court reporting community. Internships may be paid or unpaid. There will be 30 hours of internship required.

**CTRP 098 C Court Reporting Seminar 0.5-12 Units**

**Prerequisite(s):** May be required.

**Corequisite(s):** May be required.

**Advisory:** May be required.

Term hours: 0-216 lecture and 0-1296 laboratory depending on units attempted. This course will utilize a lecture and/or laboratory approach for students enrolled in the Court Reporting Program to increase their knowledge in applied areas. A variety of classes will be offered to increase the student's knowledge of the court reporting profession by updating content on recent changes and requirements and by preparing for new trends in court reporting. Pass/No Pass or Letter Grade option. Fees may be required-Payable at Registration.

**CTRP 099 C Court Rptg. Independent Study 2 Units**

**Prerequisite(s):** Approved Independent Study Learning Contract.

Term hours: 36 lecture. The instructor will devise learning strategies to be followed by the student. This course is designed for students who wish to gain further experience, knowledge, or expertise in applied areas of court reporting. Students must obtain permission from the program coordinator to be enrolled in this class. This course may be used to fulfill hour requirements as mandated by the Court Reporter's Board. Pass/No Pass.