

Reviewed by: K. Bandy
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Textbook Update: Spring 2022
C & G Ed approval: April 21, 2022
Board approval: May 11, 2022
Semester effective:

Court Reporting (CTRP) 1070 Legal Terminology I (3 Units)
[formerly Court Reporting 57]

Prerequisite: None

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: This course will provide a background of basic legal terminology. The course will explore Latin prefixes and Latin suffixes, which will allow for correct spelling, pronunciation and definition of basic legal terms. This course meets the requirements of the Court Reporters Board of California leading to certification to take the state Certified Shorthand Reporter test. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text: Patterson, Nancy, CSR, CRI, RPR. Legal Terminology for the Court Reporter, NCRS;

Kauffman, Kent D., and Gordon W. Brown. *Legal Terminology*, 7th Edition. Pearson, 2018.

Additional Required Materials: None

Course Objectives:

By the end of the course, a successful student will be able to

1. have a working knowledge of basic legal terms: Law of Practice & Procedure, Criminal Law, Torts, Contracts, and Personal Property & Agency,
2. use knowledge of legal terms and their meanings to improve steno writing speed,
3. know the difference between a Latin prefix and a suffix, and
4. incorporate the correct legal terms to improve quality of transcript preparation.

Course Scope and Content:

- Unit I Terms used in Practice and Procedure
- A. Court systems and jurisdiction
 - B. Criminal and civil trial procedure
 - C. Defensive pleadings in civil trials
 - D. Methods of discovery
 - E. Pretrial hearing and jury trial
 - F. Steps in a trial
- Unit II Terms Used in Criminal Law
- A. Crimes, accomplices and defenses

- B. Crimes against property
- C. Crimes against person and human habitation
- D. Homicide, and crimes against morality and drug abuse

- Unit III Terms Used in Law of Torts
- A. Torts and tortfeasors, intentional torts
 - B. Negligence and product liability

- Unit IV Terms Used in Law of Contracts
- A. Formation of contracts, contract requirements
 - B. Third parties and discharge of contracts

- Unit V Terms Used in Law of Personal Property and Agency
- A. Personal property and bailments
 - B. Intellectual property and law of agency

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Studying legal terms, definitions, and usage
2. Preparing for weekly quiz
3. Dictionary building, if applicable
4. Completing assignments

Methods of Instruction:

1. Direction and instruction
2. Workbook assignments
3. Lecture
4. Class discussion

Methods of Evaluation:

1. Weekly quiz based on previous weeks' lessons
2. Direct evaluation of work product
3. Class discussion
4. Correct usage, spelling and definition of legal terms
5. Written mid-term exam
6. Final written exam

TOP Code:	051430 Court Reporting
SAM Priority Code:	C: Clearly Occupational

Distance Education:	N/A
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No
Discipline:	Court Reporting