

Reviewed by: G. Shaw
Reviewed by: K. Bandy
Date reviewed:
C & GE approved:
Board approved:
Semester effective:

Court Reporting 1080 Court and Deposition Procedures (3 Units)
[Formerly Court Reporting 58]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Units Calculations:

32 hours lecture. 64 Outside of Class Hours; 48 hours lab (144 Total Student Learning Hours) 3 Units

Catalog Description: Emphasizes role of the official and freelance reporter in preparation of deposition and court transcripts, marking and handling of exhibits, indexing and storing notes, reporting techniques and ethics; also, the course includes the communication skills, professional image and business etiquette expected of the reporter. This course meets the requirements of the Court Reporters Board of California.

Type of Class/Course: Degree Credit

Text: National Court Reporting Systems. Deposition Procedures in Southern California Workbook, Volumes 1 & 2. 2nd edition. United States: National Court Reporting Systems, N. Patterson, 2005.

Additional Instructional Materials:

Merriam-Webster Dictionary (latest edition); handouts of actual court material

Course Objectives:

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

1. know what is expected of the reporter in official (court) and freelance situations,
2. understand the procedures in place for the official and freelance reporter and the differences attributed to each,
3. recognize and understand the role of the court officials and support staff,
4. prepare official and deposition transcripts according to the codes set forth by the state of California,
5. identify the levels of courts within the state and describe their role within the judicial system,
6. identify state and federal legal systems and basic legal citations,
7. have a thorough understanding of the ethics required of the reporter,
8. acquire the level of information required to pass the Professional Practice portion of the California Certified Shorthand Reporter's exam, if applicable, and
9. acquire the level of information required to pass the Registered Professional Reporter's exam, if applicable.

Course Scope, Content, and :

Unit I Speed Building Techniques



Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

1. Read material provided by instructor
2. Research as requested by instructor
3. Dictionary building, if applicable
4. Preparing assignments given by instructor

Methods of Instruction:

1. Direction and instruction
2. Demonstration
3. Guest speaker

Methods of Evaluation

1. Participation in class discussion
2. Homework assignments
3. Ability to answer at least 75% of questions on quizzes and tests correctly
4. Thoroughness of demonstration of reporter deposition or courtroom responsibilities, such as read back, the swearing in of witnesses, and the handling of exhibits
5. Knowledge as indicated through a final exam

Supplemental Data:

TOP Code:	051430 Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
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