

Court Reporting (CTRP) 1250 Certified Shorthand Reporter Preparation (2 units)  
[formerly Court Reporting 61]

Prerequisite: Proficiency of 180 words per minute.

Hours and Unit Calculations:

32 hours lecture. (64 Outside-of-class Hours); (96 Total Student Learning Hours) 2 Units

Catalog Description: Comprehensive review of all academic course material, as well as court reporting related courses, which are necessary to take the Registered Professional Reporter and Certified Shorthand Reporter tests. Extensive reviews of vocabulary, legal and medical terminologies, court and deposition review (including various State and Federal codes), ethics, grammar and punctuation development, anatomy, and spelling. This course meets the requirements of the Court Reporters Board of California.

Type of Class/Course: Degree Credit

Text: Merriam-Webster Dictionary (latest edition)

Benoit, Monette. *Court Reporter Reference Textbook*, 2<sup>nd</sup> ed. Benoit: WeR, 2006.

Benoit, Monette. *Court Reporter Reference Workbook*, 2<sup>nd</sup> ed. Benoit: WeR, 2006.

Benoit, Monette. *Study Guide to Court Reporter Reference Textbook*, 2<sup>nd</sup> ed. Benoit: WeR, 2006.

Benoit, Monette. *Realtime Vocabulary Workbook*, 2<sup>nd</sup> ed. Benoit: WeR, 2006.

Additional Instructional Materials: Stenography machine, computer for word processing; newspaper articles, court reporting magazine articles, court transcripts.

Course Objectives:

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

1. Have determined areas needing additional study in order to pass a state or national certification test,
2. Successfully review specific material generally found on certification tests, and
3. Qualify for the national Registered Professional Reporter test and/or the California Certified Shorthand Reporter test.

Course Scope and Content (Lecture):

Unit I: Court and Deposition Procedures

A. Review textbook Chapters specific to Court and Deposition Procedures



Unit II: Spelling and Vocabulary

- A. Review textbook chapters specific to Spelling and Vocabulary guidelines in relation to Court Reporting
- B. Medical terminology

Unit III: California Codes

- A. Review textbook chapters specific to California Codes for the Court Reporter

Unit IV: Ethics for Court Reporters

- A. Review pertinent textbook material concerning ethical behavior for court reporters

Unit V: Professional Practices

- A. Business etiquette, professional appearance, attitude, and demeanor
- B. Interviewing skills
- C. Resume writing

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

1. Studying for the Professional Practice and English portions the state certification, if applicable
2. Studying for the national Registered Professional Reporter exam, if applicable
3. Independent review outside class of all courses taken
4. Studying material provided by instructor for both the RPR and CSR

Methods of Instruction:

1. Direction and instruction
2. Small group topic discussion
3. Demonstration of student knowledge through quizzes and tests

Methods of Evaluation:

1. Assessment test given at onset of class
2. Direct evaluation of required homework, if applicable
3. Weekly quizzes on various subject matter relating to state and national testing subjects
4. Class discussion participation
5. Performance on final exam

Supplemental Data:

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|---------------------|-------------------------|
| TOP Code:           | 051430: Court Reporting |
| SAM Priority Code:  | C: Clearly Occupational |
| Distance Education: | Not Applicable          |

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|---------------------------------|---|
| Funding Agency:                 | Y: Not Applicable(funds not used)                                 |
| Program Status:                 | 1: Program Applicable   |
| Noncredit Category:             | Y: Not Applicable, Credit Course                                  |
| Special Class Status:           | N: Course is not a special class                                  |
| Basic Skills Status:            | N: Course is not a basic skills course                            |
| Prior to College Level:         | Y: Not applicable   |
| Cooperative Work Experience:    | N: Is not part of a cooperative work experience education program |
| Eligible for Credit by Exam:    | NO  |
| Eligible for Pass/No Pass:      | C: Pass/No Pass   |
| Taft College General Education: | NONE  |
| Discipline:                     | Court Reporting   |