

COURT REPORTING

Division: Business and Computer Information Systems

Division Dean

Dr. Treisa Cassens (Interim)

Faculty

Carolee Freer

Counselor

Robert Grantham

- California Court Reporters Board Accreditation Accredited Court Reporting Program
- Captioning Certificate
- CART - Communication Access Realtime Translation Certificate
- Computer Editor (Scopist) Certificate
- Court and Agency Services Certificate
- Court Reporting Associate in Science Degree
- Court Reporting Certificate
- Court Reporting Technology Certificate
- CSR-RPR Skills Certificate of Completion (Non-Credit)
- Hearing Reporter Certificate
- Law Office Administration Associate in Science Degree
- Legal Administrative Assistant Certificate
- Practicum in Beginning Machine Shorthand Certificate of Completion (Non-Credit)
- Practicum in Intermediate Machine Shorthand Certificate of Completion (Non-Credit)
- Proofreading Certificate

At Cypress College, there are Department Program Student Learning Outcomes and Degree & Certificate Program Student Learning Outcomes.

Department Program Student Learning

Outcomes:

Court Reporting

The courses taught by this department contribute to the following ISLO/PSLOs: A-Breadth of Knowledge, Competencies, and Skills, B-Communication Skills, C-Critical Thinking, Problem Solving, and Information Competency Skills, and D-Personal, Academic, and Professional Development; specifically, the following ISLO/PSLO subcategories: A1-Business and Computer Information Systems, B1-Reading, B2-Writing, B3-Communicating, C3-Research, C4-Problem Solving, C5-Technology, D1-Personal Responsibility, D2-Global Citizenship, and D3-Equity.

Students who complete the Court Reporting program will be able to:

1. Transcribe documents at a professional level.
2. Apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, testimony, and jury charge through a systematic series of programmed (takes) testing and other projects.
3. Demonstrate an understanding and application of California and United States criminal and civil law, along with a basic knowledge of related areas of law and legal terminology.
4. Demonstrate an understanding and application of anatomy, physiology, and/or medical terminology.
5. Assume the role of the real-time reporter through simulated trials and depositions to perform various functions.
6. Produce a complete and accurate transcript of at least ten pages from steno notes, using computer-aided transcription.
7. Fulfill the state required internship hours and submit a written narration of their experiences, either in transcript format or in report format. Students will submit a timesheet signed by the supervising reporter in the field verifying hours completed.
8. Understand and apply knowledge of basic vocabulary to a variety of reporting situations.
9. Understand and follow the California codes as they apply to reporting situations.
10. Demonstrate knowledge of court and deposition procedures, along with an understanding of court structure, both state and Federal.
11. Prepare an 18,000 word steno dictionary using computer software with applications for the completion of transcripts and other documents.
12. Familiar with the California Court Reporters Code of Ethics and the National Court Reporters Association Code of Ethics and be able to apply these standards, rules, and regulations in the preparation of documents and in reporting situations.
13. Find gainful employment in a variety of court and legal areas utilizing computer and courtroom technology.
14. Work in related fields where the demand for employment opportunities is high across the nation.

Degree & Certificate Program Student Learning Outcomes:

The program student learning outcomes for each award can be found on the specific degree or certificate page.