



Reviewed by: G. Shaw
Reviewed by: S. Aunai
Reviewed by: K. Bandy
Text update: Spring 2020
Date reviewed: December 15, 2008
Board approved: November 8, 2007

Court Reporting (CTRP) 1080 Court and Deposition Procedures (3)
[formerly Court Reporting 58]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 32 hours lecture; 48 hours lab (80 hours total)

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. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text: National Court Reporting Systems. Deposition Procedures in Southern California
McCormick, Robert W., et al. *The Complete Court Reporter's Handbook and Guide for Realtime Writers 5th Ed.* Pearson, 2009.

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 Student Learning Outcomes:

Unit I: Speed Building Techniques

Learning Outcomes	Assessment
Expectations for deposition and official reporters	Exercises; class discussion
Establish work ethic and habits	Daily observations; completion of assignments; improved comprehension of material
Role of judicial officers, including reporters	Quiz/test; class discussion
Properly prepare transcripts	Demonstration; testing
Ethics for reporters	Class discussion; small group topic discussion; written test
Procedures used by deposition reporters	Demonstration; test
Comprehensive understanding of the importance of quality work product	Assignments; written final exam

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