

College Learning Outcomes Matrix: Rate each course from 1 to 5 with 5 being the most important.

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Year of SLO Review	1. Written, Oral and Visual Communication	2. Scientific and Quantitative Reasoning	3. Critical Thinking 4. Problem Solving	5. Information Literacy	GE	DEGREE
COUR 110 Theory of Machine Shorthand	Fall 2012	5	1	3	3		X
COUR 166 Law Library Skills	Fall 2012	5	1	4	5		X
COUR 167 Ethics for Court Reporters	Fall 2012	5	1	5	4		X
COUR 112 Beginning Machine Shorthand Workshop Level I	Spring 2012	5	1	3	3		X
COUR 115J Beginning Machine Shorthand Jury Charge II	Spring 2012	5	1	3	3		X
COUR 115T Beginning Machine Shorthand Two-Voice II	Spring 2012	5	1	3	3		X
COUR 169A Computer-Assisted Transcription	Spring 2012	5	4	4	3		X
COUR 170 Microtranscription	Spring 2012	5	1	4	3		X
COUR 115F Beginning Shorthand II	Spring 2012	5	1	3	3		X
COUR 115S Beginning Machine Shorthand Literary II	Spring 2012	5	1	3	3		X
COUR 125F Intermediate Machine Shorthand Four-Voice III	Spring 2012	5	1	3	3		X
COUR 125S Intermediate Machine Shorthand Literary III	Spring 2012	5	1	3	3		X
COUR 125J Intermediate Machine Shorthand Jury Charge III	Spring 2012	5	1	3	3		X
COUR 125T Intermediate Machine Shorthand Two-Voice III	Spring 2012	5	1	3	3		X
COUR 169B Transcript Preparation/Formatting	Fall 2012	5	4	4	3		X
COUR 169C Computer Assisted Editing and Proofreading	Fall 2012	5	3	5	5		X
COUR 150J Intermediate Machine Shorthand IV Jury Charge	Spring 2012	5	1	3	3		X
COUR 150T Intermediate Machine Shorthand IV Two-Voice	Spring 2012	5	1	3	3		X
COUR 165 Legal Terminology	Spring 2012	5	1	5	5		X

GENERAL EDUCATION/COLLEGE-WIDE SLOS: WHAT ASSIGNMENTS DO YOU GIVE IN THESE CLASSES THAT ASSESS THE FOLLOWING GE SLOS? What assessment tools do you use? Assess only SLOs that you rated 4 or 5.

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Year of SLO Review	1. Written, Oral and Visual Communication	2. Scientific and Quantitative Reasoning	3. Critical Thinking 4. Problem Solving	5. Information Literacy	GE	DEGREE
COUR 110 Theory of Machine Shorthand	Fall 2012	Transcription exercises, tests @ 60 wpm; class readback					X
COUR 166 Law Library Skills	Fall 2012	Essays; written and oral examination		Problem-solving exercises	Legal research assignments		X
COUR 167 Ethics for Court Reporters	Fall 2012	Oral presentations; essay		Ethics hypotheticals	Online research assignments		X
COUR 112 Beginning Machine Shorthand Workshop Level I	Spring 2012	Transcription exercises, tests @ 75 wpm; class readback					X
COUR 115J Beginning Machine Shorthand Jury Charge II	Spring 2012	Transcription exercises, jury charge tests @ 100 wpm; class readback					X
COUR 115T Beginning Machine Shorthand Two-Voice II	Spring 2012	Transcription exercises, two-voice tests @ 100 wpm; class readback					X

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Year of SLO Review	1. Written, Oral and Visual Communication	2. Scientific and Quantitative Reasoning	3. Critical Thinking 4. Problem Solving	5. Information Literacy	G E	DEGREE
COUR 169A Computer-Assisted Transcription	Spring 2012	Transcription projects; quizzes	Build and evaluate CAT dictionary	Evaluate translation rate/adjust dictionary	Online research assignments		X
COUR 170 Microtranscription	Spring 2012	Transcript production projects		Evaluate translation rate/adjust dictionary			X
COUR 115F Beginning Shorthand II	Spring 2012	Transcription exercises, four-voice tests @ 100 wpm; class readback					X
COUR 115S Beginning Machine Shorthand Literary II	Spring 2012	Transcription exercises, literary tests @ 100 wpm; class readback					X
COUR 125F Intermediate Machine Shorthand Four-Voice III	Spring 2012	Transcription exercises, four-voice tests @ 125 wpm; class readback					X
COUR 125S Intermediate Machine Shorthand Literary III	Spring 2012	Transcription exercises, literary tests @ 125 wpm; class readback					X

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Year of SLO Review	1. Written, Oral and Visual Communication	2. Scientific and Quantitative Reasoning	3. Critical Thinking 4. Problem Solving	5. Information Literacy	G E	DEGREE
COUR 125J Intermediate Machine Shorthand Jury Charge III	Spring 2012	Transcription exercises, jury charge tests @ 125 wpm; class readback					X
COUR 125T Intermediate Machine Shorthand Two-Voice III	Spring 2012	Transcription exercises, two-voice tests @ 125 wpm; class readback					X
COUR 169B Transcript Preparation/Formatting	Fall 2012	Legal transcript production assignments	Formatting exercises; electronic file management technique exercises /quizzes	Format troubleshooting exercises; proofreading exercises			X
COUR 169C Computer Assisted Editing and Proofreading	Fall 2012	Project file production; classroom discussions		Proofreading, notereading, file management assignments	Research medical, legal and technical terms		X
COUR 150J Intermediate Machine Shorthand IV Jury Charge	Spring 2012	Transcription exercises, jury charge tests @ 150 wpm; class readback					X

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Year of SLO Review	1. Written, Oral and Visual Communication	2. Scientific and Quantitative Reasoning	3. Critical Thinking 4. Problem Solving	5. Information Literacy	G E	DEGREE
COUR 150T Intermediate Machine Shorthand IV Two-Voice	Spring 2012	Transcription exercises, two-voice tests @ 150 wpm; class readback					X
COUR 165 Legal Terminology	Spring 2012	Written and oral examinations		Multiple-choice examinations	Legal research projects		X

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option

Fall Semester

COUR	110	Theory of Machine Shorthand
COUR	166	Law Library Skills
COUR	167	Procedures and Ethics for the Court/Deposition Reporter

Spring Semester

COUR	112	Beginning Machine Shorthand Workshop: Level I
COUR	115J	Beginning Machine Shorthand Jury Charge: Level II-J
COUR	115T	Beginning Machine Shorthand Two-Voice: Level II-T
COUR	169A	Computer-Aided Transcription
COUR	170	Microtranscription

Summer Session

COUR	115F	Beginning Machine Shorthand Four-Voice: Level II-F
COUR	115S	Beginning Machine Shorthand Literary: Level II-S

Fall Semester

COUR	125F	Intermediate Machine Shorthand Four Voice: Level III-F
COUR	125S	Intermediate Machine Shorthand Literary: Level III-S
COUR	125J	Intermediate Machine Shorthand Jury-Charge: Level III-J
COUR	125T	Intermediate Machine Shorthand Two-Voice: Level III-T
COUR	169B	Transcript Preparation/Formatting
COUR	169C	Computer Assisted Editing and Proofreading
COUR	170	Microtranscription
MEDA	120	Medical Terminology I

Spring Semester

COUR	150J	Intermediate Machine Shorthand Jury-Charge: Level IV-J
COUR	150T	Intermediate Machine Shorthand Two Voice: Level IV-T
COUR	165	Legal Terminology
MEDA	121	Medical Terminology II

Upon receipt of the AS in Court Reporting, Legal Transcription Technology option, students will be able to:

1. Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.
2. Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.
3. Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
4. Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately

THESE DEGREE OUTCOMES EQUAL WHICH COURSE OUTCOMES FOR THESE COURSES?

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 110 Theory of Machine Shorthand	SLOs 1, 2 & 3	SLO 2			SLOs 1, 2 & 3	SLO 1
COUR 166 Law Library Skills			SLOs 1, 2 & 3			
COUR 167 Ethics for Court Reporters	SLO 1		SLO 1			
COUR 112 Beginning Machine Shorthand Workshop Level I	SLOs 1 & 2	SLOs 1 & 2			SLOs 1 & 2	SLOs 1 & 2
COUR 115J Beginning Machine Shorthand Jury Charge II	SLO 1	SLO 1			SLO 1	SLO 1
COUR 115T Beginning Machine Shorthand Two-Voice II	SLO 1	SLO 1			SLO 1	SLO 1
COUR 169A Computer-Assisted Transcription	SLOs 1 - 5					SLOs 1-5
COUR 170 Microtranscription	SLO 1					SLO 1
COUR 115F Beginning Shorthand II	SLO 1	SLO 1			SLO 1	SLO 1
COUR 115S Beginning Machine Shorthand Literary II	SLO 1	SLO 1			SLO 1	SLO 1

THESE DEGREE OUTCOMES EQUAL WHICH COURSE OUTCOMES FOR THESE COURSES?

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 125F Intermediate Machine Shorthand Four-Voice III	SLO 1	SLO 1			SLO 1	SLO 1
COUR 125S Intermediate Machine Shorthand Literary III	SLO 1	SLO 1			SLO 1	SLO 1
COUR 125J Intermediate Machine Shorthand Jury Charge III	SLO 1	SLO 1			SLO 1	SLO 1
COUR 125T Intermediate Machine Shorthand Two-Voice III	SLO 1	SLO 1			SLO 1	SLO 1
COUR 169B Transcript Preparation/Formatting	SLO 1	SLO 1	SLO 1	SLO 1		SLO 1
COUR 169C Computer Assisted Editing and Proofreading	SLOs 1 - 7	SLOs 2, 3 & 6	SLOs 2, 3 & 6	SLOs 2, 3 & 6		SLOs 1 - 7
COUR 150J Intermediate Machine Shorthand IV Jury Charge	SLO 1	SLO 1			SLO 1	SLO 1
COUR 150T Intermediate Machine Shorthand IV Two-Voice	SLO 1	SLO 1			SLO 1	SLO 1
COUR 165 Legal Terminology	SLO 1		SLO 1			

IN WHICH COURSES ARE THESE DEGREE SLOS ASSESSED? Use “I” for Intro, “P” for Practice and “M” for Mastery.

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 110 Theory of Machine Shorthand	I	I			I	I
COUR 166 Law Library Skills			X			
COUR 167 Ethics for Court Reporters	X		X			
COUR 112 Beginning Machine Shorthand Workshop Level I	I	I			I	I
COUR 115J Beginning Machine Shorthand Jury Charge II	P	P			P	P
COUR 115T Beginning Machine Shorthand Two-Voice II	P	P			P	P
COUR 169A Computer-Assisted Transcription	X	X				X
COUR 170 MicroTranscription	X					X
COUR 115F Beginning Shorthand II	P	P			P	P
COUR 115S Beginning Machine Shorthand Literary II	P	P			P	P
COUR 125F Intermediate Machine Shorthand Four-Voice III	P	P			P	P

IN WHICH COURSES ARE THESE DEGREE SLOS ASSESSED? Use “I” for Intro, “P” for Practice and “M” for Mastery.

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 125S Intermediate Machine Shorthand Literary III	P	P			P	P
COUR 125J Intermediate Machine Shorthand Jury Charge III	P	P			P	P
COUR 125T Intermediate Machine Shorthand Two-Voice III	P	P			P	P
COUR 169B Transcript Preparation/Formatting	X	X	X	X		X
COUR 169C Computer Assisted Editing and Proofreading	X	X	X	X		X
COUR 150J Intermediate Machine Shorthand IV Jury Charge	M	M			M	M
COUR 150T Intermediate Machine Shorthand IV Two-Voice	M	M			M	M
COUR 165 Legal Terminology	X		X			

DEGREE SLOS: WHAT ASSIGNMENTS DO YOU GIVE IN THESE CLASSES THAT ASSESS THE FOLLOWING DEGREE SLOS?

What assessment tools do you use?

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 110 Theory of Machine Shorthand	Readback assessment	CSR readiness quizzes			Tests @ 60 wpm	Transcription exercises
COUR 166 Law Library Skills			Oral and written examinations			
COUR 167 Ethics for Court Reporters	Ethics hypo -theticals		Essays; quizzes; final project			
COUR 112 Beginning Machine Shorthand Workshop Level I	Readback assessment	CSR readiness quizzes			Tests @ 75 wpm	Transcription exercises
COUR 115J Beginning Machine Shorthand Jury Charge II	Readback assessment	CSR readiness quizzes			Jury Charge tests @ 100 wpm	Transcription exercises
COUR 115T Beginning Machine Shorthand Two-Voice II	Readback assessment	CSR readiness quizzes			Two-Voice tests @ 100 wpm	Transcription exercises
COUR 169A Computer-Assisted Transcription	Transcript production projects	Proofreading and editing assignments				Transcript production projects
COUR 170 Microtranscription	Transcript production projects					Transcript production projects

DEGREE SLOS: WHAT ASSIGNMENTS DO YOU GIVE IN THESE CLASSES THAT ASSESS THE FOLLOWING DEGREE SLOS?
What assessment tools do you use?

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 115F Beginning Shorthand II	Readback assessment	CSR readiness quizzes			Four-Voice tests @ 100 wpm	Transcription exercises
COUR 115S Beginning Machine Shorthand Literary II	Readback assessment	CSR readiness quizzes			Literary tests @ 100 wpm	Transcription exercises
COUR 125F Intermediate Machine Shorthand Four-Voice III	Readback assessment	CSR readiness quizzes			Four-voice tests @ 125 wpm	Transcription exercises
COUR 125S Intermediate Machine Shorthand Literary III	Readback assessment	CSR readiness quizzes			Literary tests @ 125 wpm	Transcription exercises
COUR 125J Intermediate Machine Shorthand Jury Charge III	Readback assessment	CSR readiness quizzes			Jury charge tests @ 125 wpm	Transcription exercises
COUR 125T Intermediate Machine Shorthand Two-Voice III	Readback assessment	CSR readiness quizzes			Two-voice tests @ 125 wpm	Transcription exercises

A.S. in Court Reporting, Occupational, Legal Transcription Technology Option	Appropriately and professionally apply the machine shorthand process in the workplace, in order to provide support to court reporting professionals, or perform transcription, proofreading or captioning functions.	Utilize proper grammar, sentence structure, capitalization, punctuation, spelling, and general vocabulary including common synonyms and homonyms, while providing support to court reporting professionals in the workplace, or performing transcription, proofreading or captioning functions.	Demonstrate an understanding of legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.	Demonstrate an understanding of medical terminology, anatomy, physiology, and pharmaceutical drugs, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions. (THIS OUTCOME MET PRIMARILY THROUGH MEDA 120/MEDA 121)	Stenographically record verbatim dictation at a tested speed to be documented at the time of certificate or degree completion, and transcribe the material using a word processor or court reporting transcription software.	Operate basic court reporting hardware and software to produce certified deposition and official transcripts, in order to appropriately supply support to court reporting professionals in the workplace, or to perform transcription, proofreading or captioning functions.
COUR 169B Transcript Preparation/Formatting	Quizzes; skill demonstration	Transcript format projects	Proofreading and editing assignments	Proofreading and editing assignments		Evaluation of student dictionary and “include” files
COUR 169C Computer Assisted Editing and Proofreading	Quizzes; Skill demonstration	Proofreading and editing assignments	Proofreading and editing assignments	Proofreading and editing assignments		File management projects; transcript production projects
COUR 150J Intermediate Machine Shorthand IV Jury Charge	Readback assessment	CSR readiness quizzes			Jury charge tests @ 150 wpm	Transcription exercises
COUR 150T Intermediate Machine Shorthand IV Two-Voice	Readback assessment	CSR readiness quizzes			Two-voice tests @ 125 wpm	Transcription exercises
COUR 165 Legal Terminology	Classroom presentations		Written and oral examinations			

COUR_110	Theory of Machine Shorthand	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. set up and operate the stenograph machine; 2. read, write and transcribe stenographic notes at 60 wpm with 90% or better accuracy. 3. Students will acquire basic understanding of the job skills required to become a successful court reporter.		

COUR_166	Law Library Skills	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1. explain/list basic legal research concepts; 2. research tasks as assigned; 3. explain basic court structure and procedure.		

COUR_167	Procedures and Ethics for the Court/Deposition/CART Reporter	Revise Course
Expected Outcomes for Student:		
Upon completion of COUR 167, students will be able to: Explain and/or demonstrate appropriate professional and ethical court, deposition, and CART procedures in the workplace.		

COUR_112	Beginning Machine Shorthand Workshop: Level I	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to: 1) apply machine shorthand principles to all English words at the beginning or basic level of competency; that is, without applying realtime writing principles; 2) read, write and transcribe stenographic notes at 75 wpm with 90% or better accuracy.		

COUR_115J	Beginning Machine Shorthand Jury Charge: Level II-J	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe four-minute unfamiliar Jury Charge tests at 100 wpm with at least 90% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_115T	Beginning Machine Shorthand Two-Voice: Level II-T	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe four-minute unfamiliar 2-voice tests with at least 90% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_169A	Computer-Aided Transcription	Revise Course
Expected Outcomes for Student:		
Upon successful completion of COUR 169A, the learner will be able to: 1) Define "computer-aided transcription computer system." 2) Demonstrate the proper operation of the computer stenewriter. 3) List the basic components of a computer-aided transcription computer system. 4) Demonstrate the basic functions of a computer-aided transcription system, and print a document. 5) Demonstrate how to modify and enhance the individual reporter's translation dictionary		

COUR_170	Microtranscription	Revise Course
Expected Outcomes for Student:		
Upon successful completion of COUR 170, the learner will be able to: Demonstrate the appropriate computer applications and functions involved in completing the assignments from COUR 169A or 169B or 169C.		

COUR_115F	Beginning Machine Shorthand Four-Voice: Level II-F	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe four-minute unfamiliar 4-voice tests with at least 90% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_115S	Beginning Machine Shorthand Literary: Level II-S	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe four-minute unfamiliar Literary tests with at least 92.5% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_125F	Intermediate Machine Shorthand Four-Voice: Level III-F	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliar 4-voice tests at 125 wpm with at least 97.5% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_125S	Intermediate Machine Shorthand Literary: Level III-S	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliar Literary tests with at least 95% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_125J	Intermediate Machine Shorthand Jury Charge: Level III-J	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliar Jury Charge tests at 125 wpm with at least 95% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_125T	Intermediate Machine Shorthand Two-Voice: Level III-T	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliar two-voice tests at 125 wpm with at least 98.2% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_169B	Transcript Preparation/Formatting	Revise Course
Expected Outcomes for Student:		
Upon successful completion of COUR 169B, the learner will be able to efficiently produce verbatim transcripts of depositions, hearings, and judicial proceedings with word processing and/or court reporting software.		

COUR_169C	Computer Assisted Editing and Proofreading	Revise Course
Expected Outcomes for Student:		
Upon successful completion of this course students will be able to: 1. restore a file into CAT software; 2. efficiently scope/edit stenotype note files; 3. demonstrate editing and proofreading skills appropriate for the court reporting environment; 4. effectively manage multiple electronic files; 5. demonstrate an increased number of entries in their personal stenotype dictionaries; 6. demonstrate the ability to produce final-draft legal transcripts, either from their own raw stenotype notes or that of others; 7. demonstrate the ability to set up CAT software for use in the CART environment.		

COUR_170	Microtranscription	Revise Course
Expected Outcomes for Student:		
Upon successful completion of COUR 170, the learner will be able to: Demonstrate the appropriate computer applications and functions involved in completing the assignments from COUR 169A or 169B or 169C.		

COUR_150J	Intermediate Machine Shorthand Jury Charge: Level IV-J	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliar Jury Charge tests at 150 wpm with at least 95% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_150T	Intermediate Machine Shorthand Two-Voice: Level IV-T	Revise Course
Expected Outcomes for Student:		
Upon completion of this course, students will be able to report and transcribe five-minute unfamiliartwo-voice tests at 150 wpm with at least 98.2% verbatim accuracy as transcribed, at a threshold level of realtime competency. Threshold level is defined as a 25% or greater rate of untranslates.		

COUR_165	Legal Terminology	Revise Course
Expected Outcomes for Student:		
On the Court Reporters Board CSR examination and/or on the National Court Reporters Association RPR examination: the learner will be able to provide the correct answer to questions pertaining to legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, California codes and regulations regarding court reporters, and court reporting ethics with at least 75% accuracy on the first attempt.		