

**APPLICATION FOR PROGRAM APPROVAL:
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)**

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| <p><u>Court Reporting Technology</u></p> <p>PROPOSED PROGRAM TITLE <u>Cypress College/NOCCCD</u></p> <p>COLLEGE <u>North Orange County Community College District</u></p> <p>DISTRICT <u>Fall, 2014</u></p> <p>PROJECTED PROGRAM START DATE</p> <p>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</p> <p><input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER</p> <p>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</p> <p><input type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: <input checked="" type="radio"/> 18+ semester (or 27+ quarter) units <input type="radio"/> 12-18 semester (or 18-27 quarter) units</p> <p>REASON FOR APPROVAL REQUEST: (CHECK ONE)</p> <p><input checked="" type="checkbox"/> NEW PROGRAM <input type="checkbox"/> SUBSTANTIAL CHANGE <input type="checkbox"/> LOCALLY APPROVED</p> | <p><u>Joyce Carrigan</u></p> <p>CONTACT PERSON <u>Dean, Fine Arts</u></p> <p>TITLE <u>714 484 7142</u></p> <p>PHONE NUMBER <u>jcarrigan@cypresscollege.edu</u></p> <p>E-MAIL ADDRESS</p> |
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|---|---------|
| <i>Recommended Taxonomy of Program (TOP) Code</i> | 0514.30 |
| <i>Units for Major-Degree</i> | n/a |
| <i>Total Units for Degree</i> | n/a |
| <i>Required Units-Certificate</i> | 18 |

1. Insert the description of the program as it will appear in the catalog.
This certificate prepares the student to work in the field of court reporting with a high degree of knowledge of the technology required to produce a finished transcript or court and deposition related document. To earn a certificate, the student must complete the required courses as listed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.

2. Provide a brief rationale for the program.
The certificate is designed for students who are preparing to work as a Certified Shorthand Reporter in the state of California. There is a technology requirement for state certification. The job requires a high degree of expertise in Computer Assisted Transcription (CAT) while on the job. Reporters are able to hook up electronically with attorneys and the judge providing a realtime display of the proceedings.



3. List all courses required for program completion, including core requirements, restricted electives and prerequisites.

| COURSES | Course No. | Course Title | Units |
|----------------------------|------------|------------------------------|-------|
| CAT – Stenocat OR | Ctrp 70 | CAT: Stenocat | 1 |
| CAT – ProCAT OR | Ctrp 82 | CAT:-ProCAT | 1 |
| CAT – Stenograph OR | Ctrp 83 | CAT: Stenograph | 1 |
| CAT – Eclipse | Ctrp 84 | CAT: Eclipse | 1 |
| CAT – Dictionary Build | Ctrp 85 | CAT: Dictionary Build | 1 |
| Advanced CAT | Ctrp 65 | Adv. CAT Systems | 2 |
| Advanced Dict Build | Ctrp 91 | Adv. Dictionary Building | 1 |
| Realtime Writing | Ctrp 92 | Realtime Writing Concepts | 2 |
| Info Technology | Ctrp 93 | Inform. Tech Court Reporting | 2 |
| Court/Conf Legal | Ctrp 51 | Court/Conf Rep/Legal | 3 |
| Court/Conf Medical | Ctrp 52 | Court/Conf Rep/Medical | 3 |
| Court/Conf Congressional | Ctrp 53 | Court/Conf Rep/Cong Rec. | 3 |

4. Summarize the Labor Market outlook (including citation of the source of data) for students exiting the program.

There is a growing need for skilled realtime court reporters who have a working knowledge of advanced technology in order to produce a transcript and provide a realtime display. Advanced knowledge of technology is required by the California Court Reporter’s Board. Job demand remains constant.

Source: Employment Development Department
 Labor Market Information Division
<https://www.labormarketinfo.edd.ca.gov/>

Court Reporters
 Estimated Employment and Projected Growth

| (Estimated Year-Projected Year) | Estimated Employment | Projected Employment | Numeric Change | Percent Change | Additional Openings Due to Net Replacements |
|---------------------------------|----------------------|----------------------|----------------|----------------|---|
| California (2010-2020) | 2,300 | 2,500 | 200 | 8.7 | 300 |
| East Bay Area (2010-2020) | 180 | 190 | 10 | 5.6 | 30 |
| Inland Empire Area | 100 | 110 | 10 | 10.0 | 20 |



LAOCCRC is supported by the CA Community College Chancellor’s Office and Carl D. Perkins IV grant #13-150-003.

Steven Glycer, Chair • Dr. Lynn Shaw, Vice Chair

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Los Angeles and Orange County Regional Consortia

“Doing What Matters for Jobs and the Economy”

| | | | | | |
|---|-------|-------|-----|------|-----|
| (2010-2020) Los Angeles County (2010-2020) | 1,060 | 1,160 | 100 | 9.4 | 160 |
| San Diego County (2010-2020) | 160 | 180 | 20 | 12.5 | 20 |
| San Francisco Bay Area (2010-2020) | 100 | 120 | 20 | 20.0 | 20 |
| Solano County (2010-2020) | 110 | 110 | | .0 | 20 |
| Sutter and Yuba Counties (2010-20 | 50 | 60 | 10 | 20.0 | 10 |

5. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (complete the chart)

Cypress College is the only college in Southern California offering Court Reporting.

| College | Program | Who you contacted | Outcome of contact |
|---------|---------|-------------------|--------------------|
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6. Include other information you would like to share.

The field of Court Reporting is very unique and is a small niche in the overall California economy providing necessary services to courts, attorneys, and other legal venues.



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