

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

<u>Legal Transcription</u>	<u>Joyce Carrigan</u>
PROPOSED PROGRAM TITLE <u>Cypress College/NOCCCD</u>	CONTACT PERSON <u>Dean, Fine Arts</u>
COLLEGE <u>North Orange County Community College District</u>	TITLE <u>714 484 7142</u>
DISTRICT <u>Fall, 2014</u>	PHONE NUMBER <u>jcarrigan@cypresscollege.edu</u>
PROJECTED PROGRAM START DATE	E-MAIL ADDRESS
<b>GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):</b>	
<input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER	
<b>TYPE OF PROGRAM (CHECK ALL THAT APPLY):</b>	
<input type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE                   CERTIFICATE OF ACHIEVEMENT: <input checked="" type="checkbox"/> 18+ semester (or 27+ quarter) units <input type="checkbox"/> 12-18 semester (or 18-27 quarter) units	
<b>REASON FOR APPROVAL REQUEST: (CHECK ONE)</b>	
<input checked="" type="checkbox"/> NEW PROGRAM <input type="checkbox"/> SUBSTANTIAL CHANGE <input type="checkbox"/> LOCALLY APPROVED	

<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>	19.5 to 24.5

1. Insert the description of the program as it will appear in the catalog.

This certificate prepares the student for employment in law offices, council meetings, police departments, and hearings recording and/or transcribing proceedings. 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 may be pursuing alternative career paths rather than court reporting certification through the State of California. The training provided will prepare a student to enter the field of legal transcription in law offices, council meetings, police departments, and hearings.



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

[laocrc@sccollege.edu](mailto:laocrc@sccollege.edu) • 714.628.5041 • [www.laocrc.org](http://www.laocrc.org)

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

COURSES	Course No.	Course Title	Units
Legal Terminology	Ctrp 71	Legal Term & Rhetoric	3
Legal Environment of Business	Mgmt 240	Legal Environment of Business	3
Legal Research	Mgmt 143	Intro to Legal Research	1
Business English	Mgmt 55	Business English	3
Legal Procedures	Ctrp 72	Legal Procedures	4
Proofreading	Ctrp 73d	Proofreading	1
Basic Vocabulary	Ctrp 67	Basic Vocabulary Development	2
Adv. Vocabulary	Ctrp 68	Advanced Vocabulary	1.5
Jury Charge	Ctrp 55	Court/Conf Rep/Jury Charge	.5 to 3
Jury Charge	Ctrp 56	Court/Conf Rep/Jury Charge	.5 to 3

4. Summarize the Labor Market outlook (including citation of the source of data) for students exiting the program. The field of legal transcription and legal secretary continues to expand, along with the need for additional training and expertise in all types of legal /clerical/office type work.

Estimated Employment and Projected Growth  
Legal Secretaries

Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2010-2020)	30,600	31,400	800	2.6	4,100

Source: EDD/LMID [Projections of Employment by Occupation](#)  
[View Projected Growth for All Areas](#)

In California, an average of 90 new job openings per year is expected for Legal Secretaries, plus an additional 410 job openings due to net replacement needs, resulting in a total of 500 job openings.

Estimated Average Annual Job Openings  
Legal Secretaries

Geographic Area (Estimated Year-Projected Year)	Jobs From Growth	Jobs Due to Net Replacements	Total Annual Job Openings

Los Angeles and Orange County Regional Consortia

*"Doing What Matters for Jobs and the Economy"*

California (2010-2020) 90 410 500

Source: EDD/LMID [Projections of Employment by Occupation](#)

[View Data for All Areas](#)

- 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 training in Legal Transcription and Court Reporting.

College	Program	Who you contacted	Outcome of contact

- 6. Include other information you would like to share.

The fields of Legal Transcription and Legal Secretary are closely intertwined. This certificate provides the student with a chance to specialize in the area of Legal Transcription. No specific stats are provided for that area by the State of California.



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