



CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, November 10, 2020

<https://cccconfer.zoom.us/j/97745846674>

3:00 p.m.

AGENDA

Your attendance is critical in helping to meet the curriculum needs of Cypress College. Remember, if you are unable to attend please find an alternate representative.

Call to Order:

Silvie Grote, Chair

1. Establish Quorum and Acknowledge Alternates
2. Adoption of the Agenda
3. Approval of November 3, 2020 *minutes*: (attached)
4. Public Commentary (3 minutes per speaker)
5. Curriculum Specialist Report: Marbelly Jairam
6. Articulation Officer Report: Jacky Rangel
7. CPL Report: Juan Garcia
8. Division Reports: All division reps
9. Chair Report
10. Curriculum-working hour
11. Approval of Curriculum

Info Items:

Global Citizenship Studies Certificate-Removal of ENGL 247 C, effective Fall 2021-previously board approved 6/9/2020.
Global Citizenship Studies Associate in Arts Degree -Removal of ENGL 247 C, effective Fall 2021-previously board approved 6/9/2020.

DE addenda effective Spring 2021

Subject Code	Course Number	Course Title	Delivery Method
PT	110 C	Nursing Science I	HY
PT	115 C	Nursing Science II	HY
PT	130 C	Mental Disabilities I	HY
PT	135 C	Mental Disabilities II	HY

DEACTIVATE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
CIS 115 C	2021 Fall	Microsoft Office Publisher is no longer in needs of business offices and individuals.
CIS 121 C	2021 Fall	The course has been consolidated into CIS102 (along with CIS101).
CIS 260 C	2021 Fall	The course must be revised according to the college curriculum guidelines.
ENGL 027 C	2021 Fall	Course is not offered.
ENGL 057 C	2021 Fall	Course no longer offered per AB705.
ENGL 058 C	2021 Fall	Course no longer being offered
ENGL 098 C	2021 Fall	Course is no longer offered
ENGL 106 C	2021 Fall	Now that the Reading and English departments have merged this class is redundant.
ENGL 225 C	2021 Fall	This course has not been offered.
ENGL 247 C	2021 Fall	Course has not been offered.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGL 127 C Introduction to Poetry Writing Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prerequisite revalidated *Textbook Update	27	Matches the class size of other classes in the program. Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Fall	Outline, prerequisite revalidated and textbook updated to better reflect course content.
ENGL N01 C Supervised Tutoring: English Units: 0 Lecture: 0 Laboratory: 0	*Outline Update *Student contact hours from 18-48 to 0-54 *Textbook Update	999	This is an open-entry lab. Students will receive individual and group tutoring based on each student's needs in reading, writing, grammar, research, critical thinking, or study skills.	2021 Fall	Outline, student contact hours and textbook updated to better reflect course content.

MODIFY DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Education	Elementary Teacher Education Associate in Arts Degree for Transfer (AA-T) This curriculum is designed to provide an opportunity for the Elementary Teacher Education major to achieve an Associate in Arts in Elementary Teacher Education for Transfer (AA-T in Elementary Teacher Education) which completes the first and second year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Elementary Teacher Education or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the	2021 Fall	Removing ENGL 106 as it is being deactivated. Total units remain the same.

major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students with a degree in Elementary Teacher Education may pursue a career as a teacher in elementary education. To earn an AA-T in Elementary Teacher Education students must complete the following requirements: (1) a minimum of 50-51 semester units or 75-76.5 quarter units in the major or area of emphasis as determined by the community college district, (2) earn a grade of C or better in all courses required for the major or area of emphasis, P (Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) obtainment of a minimum grade point average (GPA) of 2.0.

Required Core Courses (45 Units)

		Units
EDU200 C	Elementary School Teaching	3
GEOL105 C	Earth Science for Teachers	4
COMM100 C	Human Communication	3
	or	
COMM100HC	Honors Human Communication	3
ENGL100 C	College Writing	4
	or	
ENGL100HC	Honors College Writing	4
CHEM104 C	Physical Science for Teachers	4
	or	
PHSC104 C	Physical Science for Teachers	4
BIOL101 C	General Biology	4
	or	
BIOL101HC	Honors General Biology	4
MATH110 C	Math for Prospective Teachers	4
HIST112 C	World Civilizations I	3
	or	
HIST112HC	Honors World Civilizations I	3
ENGL102 C	Introduction to Literature	3
	or	
ENGL102HC	Honors Introduction to Literature	3
GEOG100 C	World Geography	3
	or	
GEOG100HC	Honors World Geography	3
POSC100 C	United States Government	3
	or	
POSC100HC	Honors United States Government	3
HIST170 C	History of the United States I	3
	or	
HIST170HC	Honors History of the United States I	3
PSY145 C	Child Psychology	3

	<p>List A (Select One of: Meets A3 CSU GE)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL103 C</td> <td>Critical Reasoning and Writing</td> <td>4</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>ENGL103HC</td> <td>Honors Critical Reasoning and Writing</td> <td>4</td> </tr> <tr> <td>ENGL104 C</td> <td>Critical Analysis and Literature</td> <td>4</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>ENGL104HC</td> <td>Honors Critical Analysis and Literature</td> <td>4</td> </tr> <tr> <td>PHIL172 C</td> <td>Critical Thinking and Writing</td> <td>3</td> </tr> </tbody> </table> <p>List B (Select One or Any Course Not Taken in List A)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ART110 C</td> <td>Introduction to Art</td> <td>3</td> </tr> <tr> <td>MUS116 C</td> <td>Music Appreciation</td> <td>3</td> </tr> <tr> <td>THEA100 C</td> <td>Introduction to the Theater</td> <td>3</td> </tr> <tr> <td>KIN231 C</td> <td>Elementary School Movement-Kinesiology</td> <td>3</td> </tr> </tbody> </table> <p>*Students should meet with an Elementary Teacher Education Counselor to choose recommended elective courses"</p> <table border="1"> <tr> <td>Total Units</td> <td style="text-align:right">50 - 51</td> </tr> </table>			Units	ENGL103 C	Critical Reasoning and Writing	4	or			ENGL103HC	Honors Critical Reasoning and Writing	4	ENGL104 C	Critical Analysis and Literature	4	or			ENGL104HC	Honors Critical Analysis and Literature	4	PHIL172 C	Critical Thinking and Writing	3			Units	ART110 C	Introduction to Art	3	MUS116 C	Music Appreciation	3	THEA100 C	Introduction to the Theater	3	KIN231 C	Elementary School Movement-Kinesiology	3	Total Units	50 - 51		
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English	<p>Creative Writing Certificate</p> <p>This program is designed for students seeking a broad appreciation of literature and increased skills in communication. In particular, it provides students with the opportunity to pursue their interest in creative writing through intensive study and practice of the literary arts. Students will immerse themselves in a structured, focused, and multi-faceted curriculum of the writer's art by studying literature and honing their own writing skills to create original, polished works of poetry and prose. Students will read, write, and engage in dialogue about creative works in a supportive workshop environment. To earn a certificate, students will complete the required courses as listed with a grade of C or better. At least 50% of all coursework must be completed at Cypress College. The certificate requires a total of 18 units.</p> <p>Required course (3 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL105 C</td> <td>Introduction to Creative Writing</td> <td>3</td> </tr> </tbody> </table> <p>Electives (select 15 units from the following)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ENGL102 C</td> <td>Introduction to Literature</td> <td>3</td> </tr> <tr> <td colspan="3" style="text-align:center">or</td> </tr> <tr> <td>ENGL102HC</td> <td>Honors Introduction to Literature</td> <td>3</td> </tr> <tr> <td>ENGL126 C</td> <td>Introduction to Screenwriting</td> <td>3</td> </tr> <tr> <td>ENGL127 C</td> <td>Introduction to Poetry Writing</td> <td>3</td> </tr> <tr> <td>ENGL128 C</td> <td>Introduction to Short Story Writing</td> <td>3</td> </tr> <tr> <td>ENGL130 C</td> <td>Introduction to Creative Nonfiction Writing</td> <td>3</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Total Units</td> <td style="text-align:right">18</td> </tr> </table>			Units	ENGL105 C	Introduction to Creative Writing	3			Units	ENGL102 C	Introduction to Literature	3	or			ENGL102HC	Honors Introduction to Literature	3	ENGL126 C	Introduction to Screenwriting	3	ENGL127 C	Introduction to Poetry Writing	3	ENGL128 C	Introduction to Short Story Writing	3	ENGL130 C	Introduction to Creative Nonfiction Writing	3	Total Units	18	2021 Fall	Removed: ENGL 225 C Total units remain the same.									
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Ethnic Studies	<p>African-American Studies Associate in Arts Degree</p> <p>The African-American Studies Associate in Arts Degree is designed to provide students with a multi-disciplinary and interdisciplinary examination of the experiences of persons of African descent in the United States. Students will analyze issues pertaining to the African-American community in particular while holistically developing a critical understanding of race, ethnicity, class, gender, sexuality, and power in American society. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for</p>	2021 Fall	Add: ETHS 202 to List A Total units remain the same.																																									

completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This degree requires a total of 18 units.

Required courses (12 units):

		Units
ETHS101 C	American Ethnic Studies	3
	or	
ETHS101HC	Honors American Ethnic Studies	3
ETHS129 C	Introduction to African-American Studies	3
ETHS130 C	African-American History I	3
ETHS131 C	African-American History II	3

LIST A: Select one of the following elective courses related to the African-American experience (3 units):

		Units
ENGL255 C	African-American Literature I	3
ENGL256 C	African-American Literature II	3
ETHS202 C	Race, Ethnicity, and Popular Culture	3
ETHS235 C	American Social Justice Movements	3
HIST135 C	History of Africa	3
MUS113 C	Jazz History	3
MUS114 C	History of Hip Hop-Rap	3
POSC209 C	Urban Politics	3

LIST B: Select one of the following Ethnic Studies or related elective courses or one course not already taken from List A (3 units):

		Units
ETHS150 C	Introduction to Chicana-o Studies	3
ETHS151 C	Chicana-o History I	3
ETHS152 C	Chicana-o History II	3
ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3
ETHS159 C	Introduction to Native American Studies	3
ETHS160 C	Native American History I	3
ETHS161 C	Native American History II	3
ETHS170 C	Introduction to Asian Pacific American Studies	3
ETHS171 C	Asian Pacific American History	3
SOC290 C	Sociology of Contemporary Race and Ethnic Relations	3
Total Units		18

Ethnic Studies

Chicana/o/x Studies Associate in Arts Degree

The Chicana/o/x Studies Associate in Arts Degree is designed to provide students with a multi-disciplinary and interdisciplinary examination of the experiences of Chicanas/os/xs (Mexican Americans) and other Latina/o/x populations in the United States. Students will analyze issues pertaining to Chicana/o/x and Latina/o/x communities in particular while holistically developing a critical understanding of race, ethnicity, class, gender, sexuality, and power in American society. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.

Required courses (15 units):

2021
Fall

Add: ETHS 202 to electives.
Change title and description of degree to reflect current terminology.
From Chicana/o Studies Associate in Arts Degree.
Total units remain the same.

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Ethnic Studies	<p>Ethnic Studies Associate in Arts Degree</p> <p>The Ethnic Studies Associate in Arts Degree is designed to provide students with a comparative, multi-disciplinary, and interdisciplinary understanding of the experiences of African Americans, Asian Pacific Americans, Chicanas-os-xs/Latinas-os-xs, and Native Americans. Students study the histories, cultures, literatures, and politics of communities of color in the United States so that they can critically analyze issues pertaining to race, ethnicity, class, gender, sexuality, and power while developing an appreciation for the cultural diversity of American society. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) any elective courses to complete a minimum of 60 units; (4) complete all graduation requirements; and (5) have an overall GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center.</p> <p>Required courses (9 units):</p> <table border="1"> <tr> <td></td> <td></td> <td>Units</td> </tr> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ETHS101HC</td> <td>Honors American Ethnic Studies</td> <td>3</td> </tr> <tr> <td>ETHS202 C</td> <td>Race, Ethnicity, and Popular Culture</td> <td>3</td> </tr> </table>			Units	ETHS101 C	American Ethnic Studies	3		or		ETHS101HC	Honors American Ethnic Studies	3	ETHS202 C	Race, Ethnicity, and Popular Culture	3	2021 Fall	<p>Add: ETHS 202 and 235 to required courses.</p> <p>Moved ETHS 129, 150, 159, and 170 to List A.</p> <p>Deleted many of the non-Ethnic Studies specific courses from List B.</p> <p>Removed: ANTH 225 C, ART 216 C, ENGL 247 C, HIST 135 C, HIST 142 C, HIST 143 C, HIST 160 C, HIST 161 C, HIST 163 C, HIST 275 C, MUS 113 C, POSC 299 C, PSY 131 C, THEA 107 C, THEA 107HC</p> <p>Total units remain the same.</p>																																																																														
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ETHS235 C	American Social Justice Movements	3
LIST A: Select two courses from the following Ethnic Studies subfields (6 units):		
		Units
ETHS129 C	Introduction to African-American Studies	3
ETHS150 C	Introduction to Chicana-o Studies	3
ETHS159 C	Introduction to Native American Studies	3
ETHS170 C	Introduction to Asian Pacific American Studies	3
LIST B: Select one of the following Ethnic Studies or related elective courses or one course not already taken from List A (3 units):		
		Units
ANTH121 C	Native North America	3
ENGL208 C	Asian American Literature	3
ENGL250 C	Latino/a/x Literature	3
ENGL255 C	African-American Literature I	3
ENGL256 C	African-American Literature II	3
ETHS130 C	African-American History I	3
ETHS131 C	African-American History II	3
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ETHS152 C	Chicana-o History II	3
ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3
ETHS160 C	Native American History I	3
ETHS161 C	Native American History II	3
ETHS171 C	Asian Pacific American History	3
MUS114 C	History of Hip Hop-Rap	3
SOC290 C	Sociology of Contemporary Race and Ethnic Relations	3
Total Units		18

DEACTIVATE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																		
Computer Information Systems	<p>Microsoft Networking Certificate</p> <p>This certificate program prepares students for a certificate in the administration of a Microsoft network in today's businesses. This program includes skills in planning, designing, implementing, and managing a Microsoft network. It is intended for those individuals who need to gain skills in day-to-day general network administration, configuration, and support tasks. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 12 units.</p> <p>Required courses are listed in suggested sequence (12 units):</p> <table border="1"> <tr> <td></td> <td></td> <td>Units</td> </tr> <tr> <td>CIS182 C</td> <td>Microsoft Networking Fundamentals</td> <td>3</td> </tr> <tr> <td>CIS185 C</td> <td>Administering Windows Server</td> <td>3</td> </tr> <tr> <td>CIS189 C</td> <td>Administrating and Configuring Windows Server Directory Services</td> <td>3</td> </tr> <tr> <td>CIS191 C</td> <td>Administrating and Configuring Windows Server Network Infrastructure</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>12</td> </tr> </table>			Units	CIS182 C	Microsoft Networking Fundamentals	3	CIS185 C	Administering Windows Server	3	CIS189 C	Administrating and Configuring Windows Server Directory Services	3	CIS191 C	Administrating and Configuring Windows Server Network Infrastructure	3	Total Units		12	2021 Fall	Certificate no longer offered
		Units																			
CIS182 C	Microsoft Networking Fundamentals	3																			
CIS185 C	Administering Windows Server	3																			
CIS189 C	Administrating and Configuring Windows Server Directory Services	3																			
CIS191 C	Administrating and Configuring Windows Server Network Infrastructure	3																			
Total Units		12																			

Computer Information Systems	<p>Network Virtualization Certificate</p> <p>This certificate is designed to provide students with the key virtualization techniques and the applications of virtualization technology in the design, planning, implementation, management, and evaluation of virtualized enterprise infrastructure including computational clouds. The certificate covers recent trends in virtualization including the current wave of virtualization technology from both VMware and Microsoft. To earn a certificate, complete the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 478 1019 730"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS185 C</td> <td>Administering Windows Server</td> <td>3</td> </tr> <tr> <td>CIS189 C</td> <td>Administrating and Configuring Windows Server Directory Services</td> <td>3</td> </tr> <tr> <td>CIS201 C</td> <td>Microsoft Virtualization and Cloud Deployment</td> <td>3</td> </tr> <tr> <td>CIS202 C</td> <td>VMware vSphere Virtualization Networking</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>12</td> </tr> </tbody> </table>			Units	CIS185 C	Administering Windows Server	3	CIS189 C	Administrating and Configuring Windows Server Directory Services	3	CIS201 C	Microsoft Virtualization and Cloud Deployment	3	CIS202 C	VMware vSphere Virtualization Networking	3	Total Units		12	2021 Fall	Certificate is no longer offered												
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Computer Information Systems	<p>Project Management Certificate</p> <p>The Project Management Certificate is designed to help students A. Understand the role and functions of the project manager B. Plan and manage projects using Microsoft Project software, Work Breakdown Structures, Gantt charts, and PERT charts C. Manage project time, budget, and project team more effectively D. Apply these tools immediately by completing a project plan and budget as part of the course of study.</p> <p>Required courses:</p> <table border="1" data-bbox="326 993 1019 1276"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS274 C</td> <td>Project Management Fundamentals</td> <td>3</td> </tr> <tr> <td>CIS216 C</td> <td>Microsoft Project</td> <td>3</td> </tr> <tr> <td>MKT222 C</td> <td>Principles of Marketing</td> <td>3</td> </tr> <tr> <td>MGT262 C</td> <td>Principles of Management</td> <td>3</td> </tr> <tr> <td colspan="2">or</td> <td></td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>12</td> </tr> </tbody> </table>			Units	CIS274 C	Project Management Fundamentals	3	CIS216 C	Microsoft Project	3	MKT222 C	Principles of Marketing	3	MGT262 C	Principles of Management	3	or			MGT266 C	Human Relations in Business	3	Total Units		12	2021 Fall	Certificate no longer offered						
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Court Reporting	<p>CSR/RPR Competency Certificate</p> <p>This certificate provides the student with the necessary qualifications to take either the state and/or the National Court Reporter's examination. To earn the certificate, the required courses as listed must be completed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 1539 1019 1885"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP048 C</td> <td>Machine Shorthand Speed Building 7</td> <td>2</td> </tr> <tr> <td>CTRP049 C</td> <td>Machine Shorthand Speed Building 8</td> <td>2</td> </tr> <tr> <td>CTRP056 C</td> <td>Court/Conference Reporting: Jury Charge 2</td> <td>3</td> </tr> <tr> <td>CTRP050 C</td> <td>CSR/RPR Directed Practice</td> <td>1</td> </tr> <tr> <td>CTRP075 C</td> <td>Simulated Courtroom</td> <td>2</td> </tr> <tr> <td>CTRP060 C</td> <td>Machine Shorthand Challenge-220</td> <td>2</td> </tr> <tr> <td>CTRP074 C</td> <td>CSR-RPR-CBC-CCP Exam Preparation</td> <td>1.5</td> </tr> <tr> <td>CTRP076 C</td> <td>Court and Deposition Procedures</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>16.5</td> </tr> </tbody> </table>			Units	CTRP048 C	Machine Shorthand Speed Building 7	2	CTRP049 C	Machine Shorthand Speed Building 8	2	CTRP056 C	Court/Conference Reporting: Jury Charge 2	3	CTRP050 C	CSR/RPR Directed Practice	1	CTRP075 C	Simulated Courtroom	2	CTRP060 C	Machine Shorthand Challenge-220	2	CTRP074 C	CSR-RPR-CBC-CCP Exam Preparation	1.5	CTRP076 C	Court and Deposition Procedures	3	Total Units		16.5	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.
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Total Units		16.5																															

Court Reporting	<p>Medical Transcription This program prepares the student to work in a variety of medical transcriptionist settings including hospitals, clinics, private practice, and medical transcription agencies. To earn a certificate, the student must complete the required courses as listed with a grade of C or better. At least 50 percent of all course work must be completed at Cypress College. This program requires a total of 17-19 units.</p> <p>Required courses are listed in suggested sequence (17-19 units):</p> <table border="1" data-bbox="326 447 1019 800"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HS145 C</td> <td>Survey of Medical Terminology</td> <td>3</td> </tr> <tr> <td>BIOL160 C</td> <td>Integrated Medical Science</td> <td>3</td> </tr> <tr> <td>HS165 C</td> <td>Ethical and Legal Issues</td> <td>1.5</td> </tr> <tr> <td>HS147 C</td> <td>Survey of Disease</td> <td>3</td> </tr> <tr> <td>CTRP066 C</td> <td>Machine Transcription-Medical</td> <td>2</td> </tr> <tr> <td>CTRP052 C</td> <td>Court/Conference Reporting:Medical</td> <td>1 - 3</td> </tr> <tr> <td>CTRP078 C</td> <td>Internship: Medical Reporting</td> <td>2</td> </tr> <tr> <td>CTRP068 C</td> <td>Advanced Vocabulary Development</td> <td>1.5</td> </tr> <tr> <td colspan="2">Total Units</td> <td>17 - 19</td> </tr> </tbody> </table>			Units	HS145 C	Survey of Medical Terminology	3	BIOL160 C	Integrated Medical Science	3	HS165 C	Ethical and Legal Issues	1.5	HS147 C	Survey of Disease	3	CTRP066 C	Machine Transcription-Medical	2	CTRP052 C	Court/Conference Reporting:Medical	1 - 3	CTRP078 C	Internship: Medical Reporting	2	CTRP068 C	Advanced Vocabulary Development	1.5	Total Units		17 - 19	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.
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Court Reporting	<p>SPECIALTY IN REALTIME WRITING CERTIFICATE This is an advanced certificate providing the student with the necessary realtime writing application classes in order to prepare them to pass the CRR (Certified Realtime Reporter), CBC (Certified Broadcast Captioner), and the CCP (Certified CART Provider) examinations administrated by the National Court Reporter's Association. To earn a certificate, the required courses as listed with a minimum grade of "C". At least 50% of all course work must be completed at Cypress College.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 1108 1019 1409"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP092 C</td> <td>Realtime Writing Concepts</td> <td>2</td> </tr> <tr> <td>CTRP094 C</td> <td>Expert Testimony-Professional Reporter</td> <td>2</td> </tr> <tr> <td>CTRP095 C</td> <td>Realtime Writing-Professional Reporter</td> <td>2</td> </tr> <tr> <td>CTRP091 C</td> <td>Advanced Dictionary Build</td> <td>1</td> </tr> <tr> <td>CTRP093 C</td> <td>Information Technology-CTRP</td> <td>2</td> </tr> <tr> <td>CTRP065 C</td> <td>Advanced CAT Systems</td> <td>2</td> </tr> <tr> <td colspan="2">Total Units</td> <td>11</td> </tr> </tbody> </table>			Units	CTRP092 C	Realtime Writing Concepts	2	CTRP094 C	Expert Testimony-Professional Reporter	2	CTRP095 C	Realtime Writing-Professional Reporter	2	CTRP091 C	Advanced Dictionary Build	1	CTRP093 C	Information Technology-CTRP	2	CTRP065 C	Advanced CAT Systems	2	Total Units		11	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.						
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Court Reporting	<p>Specialty in Adv. Machine Shorthand This certificate provides the student with the necessary skills, knowledge, and background to work in a variety of fields in court reporting. To earn a certificate, the required courses as listed must be completed with a minimum of a letter grade of "C." At least 50 percent of all course work must be completed at Cypress College.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 1682 1019 1900"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP046 C</td> <td>Machine Shorthand Speed Building 5</td> <td>2</td> </tr> <tr> <td>CTRP047 C</td> <td>Machine Shorthand Speed Building 6</td> <td>2</td> </tr> <tr> <td>CTRP055 C</td> <td>Court/Conference Reporting: Jury Charge</td> <td>3</td> </tr> <tr> <td>CTRP053 C</td> <td>Court/Conference Reporting: Congressional</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>10</td> </tr> </tbody> </table>			Units	CTRP046 C	Machine Shorthand Speed Building 5	2	CTRP047 C	Machine Shorthand Speed Building 6	2	CTRP055 C	Court/Conference Reporting: Jury Charge	3	CTRP053 C	Court/Conference Reporting: Congressional	3	Total Units		10	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.												
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Court Reporting	<p>Specialty in Beginning Machine Shorthand</p> <p>This is a beginning certificate designed to prepare the student with the necessary knowledge, skills, and background to advance in the court reporting program. To earn a certificate, students 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.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 432 1019 655"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP041 C</td> <td>Court Reporting Theory Review</td> <td>3</td> </tr> <tr> <td>CTRP042 C</td> <td>Machine Shorthand Speed Building 1</td> <td>2</td> </tr> <tr> <td>CTRP043 C</td> <td>Machine Shorthand Speed Building 2</td> <td>2</td> </tr> <tr> <td>CTRP051 C</td> <td>Court/Conference Reporting: Legal</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>10</td> </tr> </tbody> </table>			Units	CTRP041 C	Court Reporting Theory Review	3	CTRP042 C	Machine Shorthand Speed Building 1	2	CTRP043 C	Machine Shorthand Speed Building 2	2	CTRP051 C	Court/Conference Reporting: Legal	3	Total Units		10	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field			
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Court Reporting	<p>Specialty in CSR/RPR Competency</p> <p>This certificate provides the student with the necessary qualifications to take either the state and/or the national court reporter's examination. To earn a certificate, the required courses as listed must be completed with a minimum grade of "C." At least 50 percent of all course work must be completed at Cypress College.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 909 1019 1163"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP048 C</td> <td>Machine Shorthand Speed Building 7</td> <td>2</td> </tr> <tr> <td>CTRP049 C</td> <td>Machine Shorthand Speed Building 8</td> <td>2</td> </tr> <tr> <td>CTRP056 C</td> <td>Court/Conference Reporting: Jury Charge 2</td> <td>3</td> </tr> <tr> <td>CTRP050 C</td> <td>CSR/RPR Directed Practice</td> <td>2</td> </tr> <tr> <td>CTRP075 C</td> <td>Simulated Courtroom</td> <td>1</td> </tr> <tr> <td colspan="2">Total Units</td> <td>10</td> </tr> </tbody> </table>			Units	CTRP048 C	Machine Shorthand Speed Building 7	2	CTRP049 C	Machine Shorthand Speed Building 8	2	CTRP056 C	Court/Conference Reporting: Jury Charge 2	3	CTRP050 C	CSR/RPR Directed Practice	2	CTRP075 C	Simulated Courtroom	1	Total Units		10	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.
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Court Reporting	<p>Specialty in Intermediate Machine Shorthand</p> <p>This certificate is designed for students who have completed the intermediate level of steno classes in court reporting. 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.</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="326 1415 1019 1638"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP044 C</td> <td>Machine Shorthand Speed Building 3</td> <td>2</td> </tr> <tr> <td>CTRP045 C</td> <td>Machine Shorthand Speed Building 4</td> <td>2</td> </tr> <tr> <td>CTRP052 C</td> <td>Court/Conference Reporting:Medical</td> <td>3</td> </tr> <tr> <td>CTRP054 C</td> <td>Two-Four Voice Testimony</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>10</td> </tr> </tbody> </table>			Units	CTRP044 C	Machine Shorthand Speed Building 3	2	CTRP045 C	Machine Shorthand Speed Building 4	2	CTRP052 C	Court/Conference Reporting:Medical	3	CTRP054 C	Two-Four Voice Testimony	3	Total Units		10	2021 Fall	This certificate is considered an achievement certificate, rather than a vocational certificate, and does not fit the pattern for future employment in any specific field.			
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