

CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, October 24, 2017

TLC) Teaching Learning Center in the LRC.

3:00 p.m.

AGENDA

PLEASE BE ON TIME...The meeting will begin promptly at 3:00 p.m. in the (TLC) Teaching Learning Center in the LRC. 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:

Mark Majarian, Chair

1. **Approval of October 17, 2017 minutes:** (attached)
2. **Chair Report**

Approvals

| NEW COURSES | | | | | |
|---|--|------------|--|--------------|---|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| CIS 190 C Cybersecurity Competition Fundamentals Units:3 Lecture:2 Laboratory:3 | * New Course * Prerequisite: none * Hybrid * CSU Transfer | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments assessed mostly for concepts and structure. | 2018 Fall | There is a tremendous shortage of Cybersecurity professionals. This course attracts students to the field of Cybersecurity through learning practical skills and participating in competition events. |

| REVISED COURSES | | | | | |
|---|--|------------|--|--------------|--|
| COURSE ID | ACTION TAKEN | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION |
| AT 121 C Auto Engine Mechanical Concept Units: 6 Lecture: 4.5 Laboratory: 4.5 | * Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite: change from AT 107 C & AT 130 C to AT 112 C * Textbook Update | 24 | All automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involve extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was follow NATEF standard of 24, which maintains a safe working environment by creating collaborative work groups of 4. | 2018 Fall | Program Review Outline, catalog, schedule and textbook updated to better reflect course content. |

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|--|---|----|--|--------------|--|
| CIS 162 C PC/Network Hardware Support Units: 3 Lecture: 3 Laboratory: 1 | * Outline Update * Catalog Description Update * Schedule Description Update * Title change * Add Distance Education * Textbook Update | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments assessed mostly for concepts and structure. | 2018 Fall | Revising the course to better align it with the industry certification. Outline, catalog, schedule, title and textbook updated to better reflect course content. |
| KIN 100 C Adapted Kinesiology Weight Training Units: .5-1 Lecture: 0 Laboratory: 1.5-3 | * Catalog Description Update * Prerequisite: removed * Advisory added | 16 | This class provides intensive one on one instruction for students with disabilities. | 2018 Fall | Adding DSS language as recommended by the DSS office, deleted prerequisite and added advisory. Catalog updated to better reflect course content. |
| KIN 101 C Adapted Kinesiology Activity Units: .5-1 Lecture: 0 Laboratory: 1.5-3 | * Catalog Description Update * Prerequisite: removed * Advisory added | 16 | This class provides intensive one on one instruction for students with various levels of physical ability. | 2018 Fall | Adding advisory based on DSS suggestions. Catalog updated to better reflect course content. |
| KIN 236 C Athletic Injuries- Prevention and Care Units: 3 Lecture: 3 Laboratory: 0 | * Catalog Description Update * Lecture hours from 2 to 3 * Lab hours from 3 to 0 * Textbook Update * Student Learning Outcomes | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. | 2018 Fall | Catalog and textbook updated to better reflect course content. Revision of hours and minor content to align with CSU and Fullerton |
| KIN 247 C Sports Management Units: 3 Lecture: 2 Laboratory: 3 | * Add Hybrid | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations | 2018 Fall | Add hybrid component and change classification code to Occupational Education from Liberal Arts. |

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|---|---|----|--|-----------|--|
| KIN 248 C Psychology of Sport Units: 3 Lecture: 3 Laboratory: 0 | * Add Distance Education/Hybrid * UC Transfer (pending) * AAGE: Area D7 * IGETC: Area 4G | 45 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Adding distance education and hybrid. Change TOPS, CIP and SAM codes to occupational |
| KIN 281 C Health and Social Justice Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * Catalog Description Update * Schedule Description Update * Student Learning Outcomes * CSUGE: Area D | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. | 2018 Fall | Outline, catalog and schedule updated to better reflect course content. Minor changes to address CSU evaluator comments and re-apply for CSU area D. |
| KIN 285 C Global and Community Health Units: 3 Lecture: 3 Laboratory: 0 | * Outline Update * CSUGE: Area E | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2018 Fall | Course is being revised based on CSU reviewer's comments in order to re-submit for CSU area E. |

| REVISED DEGREES/CERTIFICATES | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|----------|---------------|-------|----------|---------------------|---|----------|-----------------------------|---|----------|--------------------------|---|----------|-----------------------------------|---|--|--|--|-------------|--|----|-----------|--|
| DEGREE | | EFF DATE | JUSTIFICATION | | | | | | | | | | | | | | | | | | | | | |
| Computer Information Systems | PC/NETWORK HARDWARE SUPPORT CERTIFICATE Required courses are listed in suggested sequence: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Units</td> </tr> <tr> <td>CIS161 C</td> <td>PC Operating System</td> <td style="text-align: center;">3</td> </tr> <tr> <td>CIS162 C</td> <td>PC/Network Hardware Support</td> <td style="text-align: center;">3</td> </tr> <tr> <td>CIS164 C</td> <td>Computer Desktop Support</td> <td style="text-align: center;">3</td> </tr> <tr> <td>CIS182 C</td> <td>Microsoft Networking Fundamentals</td> <td style="text-align: center;">3</td> </tr> <tr> <td colspan="2"></td> <td></td> </tr> <tr> <td colspan="2">Total Units</td> <td style="text-align: center;">12</td> </tr> </table> | | | Units | CIS161 C | PC Operating System | 3 | CIS162 C | PC/Network Hardware Support | 3 | CIS164 C | Computer Desktop Support | 3 | CIS182 C | Microsoft Networking Fundamentals | 3 | | | | Total Units | | 12 | 2018 Fall | revision for CAE2Y application submission Title change on CIS 162 C. Removed CIS 163 C and replaced with CIS 182 C |
| | | Units | | | | | | | | | | | | | | | | | | | | | | |
| CIS161 C | PC Operating System | 3 | | | | | | | | | | | | | | | | | | | | | | |
| CIS162 C | PC/Network Hardware Support | 3 | | | | | | | | | | | | | | | | | | | | | | |
| CIS164 C | Computer Desktop Support | 3 | | | | | | | | | | | | | | | | | | | | | | |
| CIS182 C | Microsoft Networking Fundamentals | 3 | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 12 | | | | | | | | | | | | | | | | | | | | | | |

| Court Reporting | <p>COMPUTER EDITOR (SCOPIST) CERTIFICATE</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS100 C</td> <td>Introduction to Computer and Windows Concepts</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>CIS107 C</td> <td>Introduction to Windows</td> <td>2</td> </tr> <tr> <td>CTRP040 C</td> <td>Beginning Machine Shorthand Theory</td> <td>3</td> </tr> <tr> <td>CTRP041 C</td> <td>Court Reporting Theory Review</td> <td>3</td> </tr> <tr> <td>CTRP071 C</td> <td>Legal Terminology and Rhetoric</td> <td>3</td> </tr> <tr> <td>CTRP073AC</td> <td>Spelling for Modern Business</td> <td>1</td> </tr> <tr> <td>CTRP073BC</td> <td>Punctuation for Court Reporting</td> <td>1</td> </tr> <tr> <td>CTRP073CC</td> <td>Formatting, Style and Usage</td> <td>1</td> </tr> <tr> <td>CTRP097 C</td> <td>Internship - Scoping and Editing</td> <td>1.5</td> </tr> <tr> <td colspan="3">Electives: Select a minimum of four units from the following courses:</td> </tr> <tr> <th></th> <th></th> <th>Units</th> </tr> <tr> <td>CTRP082 C</td> <td>Computer Aided Transcription: ProCAT</td> <td>1</td> </tr> <tr> <td>CTRP083 C</td> <td>Computer Aided Transcription - Stenograph</td> <td>2</td> </tr> <tr> <td>CTRP084 C</td> <td>Computer Aided Transcription - Eclipse</td> <td>2</td> </tr> <tr> <td>HS145 C</td> <td>Survey of Medical Terminology</td> <td>3</td> </tr> <tr> <td>MGT055 C</td> <td>Business English</td> <td>3</td> </tr> <tr> <td>MGT143 C</td> <td>Introduction to Legal Research</td> <td>1</td> </tr> <tr> <td>CTRP067 C</td> <td>Basic Vocabulary Development</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>22.5</td> </tr> </tbody> </table> | | | Units | CIS100 C | Introduction to Computer and Windows Concepts | 3 | | or | | CIS111 C | Computer Information Systems | 3 | CIS107 C | Introduction to Windows | 2 | CTRP040 C | Beginning Machine Shorthand Theory | 3 | CTRP041 C | Court Reporting Theory Review | 3 | CTRP071 C | Legal Terminology and Rhetoric | 3 | CTRP073AC | Spelling for Modern Business | 1 | CTRP073BC | Punctuation for Court Reporting | 1 | CTRP073CC | Formatting, Style and Usage | 1 | CTRP097 C | Internship - Scoping and Editing | 1.5 | Electives: Select a minimum of four units from the following courses: | | | | | Units | CTRP082 C | Computer Aided Transcription: ProCAT | 1 | CTRP083 C | Computer Aided Transcription - Stenograph | 2 | CTRP084 C | Computer Aided Transcription - Eclipse | 2 | HS145 C | Survey of Medical Terminology | 3 | MGT055 C | Business English | 3 | MGT143 C | Introduction to Legal Research | 1 | CTRP067 C | Basic Vocabulary Development | 2 | CTRP068 C | Advanced Vocabulary Development | 1.5 | Total Units | | 22.5 | 2018 Fall | Removing deactivated course CTRP 070 C |
|---|---|---------|--|-------|-----------|---|---|--|----|--|-----------|---|---|----------|-------------------------|---|-----------|--|---|-----------|--|---|-----------|--------------------------------|---|-----------|------------------------------|---|-----------|---------------------------------|---|-----------|-----------------------------|---|-----------|-----------------------------------|-----|---|------------------------------------|---|-----------|---|-------|-----------|--------------------------------------|---|-------------|---|---------|-----------|--|---|---------|-------------------------------|---|----------|------------------|---|----------|--------------------------------|---|-----------|------------------------------|---|-----------|---------------------------------|-----|-------------|--|------|-----------|--|
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIS100 C | Introduction to Computer and Windows Concepts | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | or | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIS111 C | Computer Information Systems | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIS107 C | Introduction to Windows | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP040 C | Beginning Machine Shorthand Theory | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP041 C | Court Reporting Theory Review | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP071 C | Legal Terminology and Rhetoric | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP073AC | Spelling for Modern Business | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP073BC | Punctuation for Court Reporting | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP073CC | Formatting, Style and Usage | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP097 C | Internship - Scoping and Editing | 1.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electives: Select a minimum of four units from the following courses: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP082 C | Computer Aided Transcription: ProCAT | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP083 C | Computer Aided Transcription - Stenograph | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP084 C | Computer Aided Transcription - Eclipse | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HS145 C | Survey of Medical Terminology | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MGT055 C | Business English | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MGT143 C | Introduction to Legal Research | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP067 C | Basic Vocabulary Development | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP068 C | Advanced Vocabulary Development | 1.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 22.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Court Reporting | <p>Court Reporting Technology Certificate</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CTRP082 C</td> <td>Computer Aided Transcription: ProCAT</td> <td>1</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CTRP083 C</td> <td>Computer Aided Transcription - Stenograph</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CTRP084 C</td> <td>Computer Aided Transcription - Eclipse</td> <td>2</td> </tr> <tr> <td>CTRP085 C</td> <td>Computer Aided Transcription - Dictionary Building</td> <td>2</td> </tr> <tr> <td>CTRP065 C</td> <td>Advanced CAT Systems</td> <td>2</td> </tr> <tr> <td>CTRP091 C</td> <td>Advanced Dictionary Build</td> <td>2</td> </tr> <tr> <td>CTRP092 C</td> <td>Realtime Writing Concepts</td> <td>2</td> </tr> <tr> <td>CTRP093 C</td> <td>Information Technology-CTRP</td> <td>2</td> </tr> <tr> <td>CTRP051 C</td> <td>Court/Conference Reporting: Legal</td> <td>3</td> </tr> <tr> <td>CTRP052 C</td> <td>Court/Conference Reporting:Medical</td> <td>3</td> </tr> <tr> <td>CTRP053 C</td> <td>Court/Conference Reporting: Congressional</td> <td>3</td> </tr> <tr> <td>CTRP039 C</td> <td>Internship - Legal Transcription</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>23 - 24</td> </tr> </tbody> </table> | | | Units | CTRP082 C | Computer Aided Transcription: ProCAT | 1 | | or | | CTRP083 C | Computer Aided Transcription - Stenograph | 2 | | or | | CTRP084 C | Computer Aided Transcription - Eclipse | 2 | CTRP085 C | Computer Aided Transcription - Dictionary Building | 2 | CTRP065 C | Advanced CAT Systems | 2 | CTRP091 C | Advanced Dictionary Build | 2 | CTRP092 C | Realtime Writing Concepts | 2 | CTRP093 C | Information Technology-CTRP | 2 | CTRP051 C | Court/Conference Reporting: Legal | 3 | CTRP052 C | Court/Conference Reporting:Medical | 3 | CTRP053 C | Court/Conference Reporting: Congressional | 3 | CTRP039 C | Internship - Legal Transcription | 3 | Total Units | | 23 - 24 | 2018 Fall | Removing deactivated course CTRP 070 C | | | | | | | | | | | | | | | | | | | | | |
| | | Units | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP082 C | Computer Aided Transcription: ProCAT | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CTRP083 C | Computer Aided Transcription - Stenograph | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| CTRP084 C | Computer Aided Transcription - Eclipse | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP085 C | Computer Aided Transcription - Dictionary Building | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP065 C | Advanced CAT Systems | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP091 C | Advanced Dictionary Build | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP092 C | Realtime Writing Concepts | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP093 C | Information Technology-CTRP | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP051 C | Court/Conference Reporting: Legal | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP052 C | Court/Conference Reporting:Medical | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP053 C | Court/Conference Reporting: Congressional | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CTRP039 C | Internship - Legal Transcription | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Units | | 23 - 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|-----------------|------------------------------------|--|-----------|--|-------|
| Court Reporting | COURT REPORTING CERTIFICATE | | 2018 Fall | Removing deactivated course CTRP 070 C | |
| | Required courses | | | | |
| | | | | | Units |
| | CTRP052 C | Court/Conference Reporting:Medical | | | 3 |
| | CTRP053 C | Court/Conference Reporting: Congressional | | | 3 |
| | CTRP055 C | Court/Conference Reporting: Jury Charge | | | 3 |
| | CTRP056 C | Court/Conference Reporting: Jury Charge 2 | | | 3 |
| | CTRP074 C | CSR-RPR-CBC-CCP Exam Preparation | | | 1.5 |
| | CTRP076 C | Court and Deposition Procedures | | | 3 |
| | CTRP050 C | CSR/RPR Directed Practice | | | 0.5 |
| | CTRP082 C | Computer Aided Transcription: ProCAT | | | 1 |
| | | or | | | |
| | CTRP083 C | Computer Aided Transcription - Stenograph | | | 2 |
| | | or | | | |
| | CTRP084 C | Computer Aided Transcription - Eclipse | | | 2 |
| | CTRP085 C | Computer Aided Transcription - Dictionary Building | | | 2 |
| Total Units | | 20-21 | | | |