

## ACADEMIC COURSE DESCRIPTIONS

### **BASIC ENGLISH 1**

The Basic English 1 course is designed to equip court reporting students with the necessary basic language skills to excel in their profession. The course will focus on enhancing grammar, vocabulary, punctuation, and comprehension abilities. Additionally, students will practice effective written and oral communication techniques required for accurate court reporting. This course shall cover English grammar, punctuation, and vocabulary including, but not limited to, subject-verb agreement, punctuation, capitalization, vocabulary word parts, as well as common abbreviations, and proper usage, spelling and pronunciation of vocabulary terms. In addition, the course shall help prepare the student with English grammar, punctuation, and vocabulary skills necessary in the business world.

#### **Required Text**

- *The Blue Book of Grammar and Punctuation*, 11<sup>th</sup> Edition by Jane Strauss. ISBN #978-1-118-78556-0.

#### **Recommended Texts and Resources**

- *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells.  
[Purchase Book Here](#) (optional for Basic English I)
- *The Gregg Reference Manual*, 10<sup>th</sup> Edition by William A. Sabin. ISBN #0-07-293653-3 (optional for Basic English I)
- *Merriam-Webster's Dictionary*, 11<sup>th</sup> Edition
- *Morson's English Guide for Court Reporters* by Lillian Morson (optional for Basic English 1)

### **ADVANCED ENGLISH 2**

This Advanced English 2 course is designed to provide court reporting students with a comprehensive understanding of English grammar, vocabulary, and punctuation. The course aims to enhance their language skills and improve their accuracy in transcribing the spoken language and legal proceedings. Through a combination of theory, practical exercises, and hands-on practice, participants will develop the necessary linguistic competence required for their profession. Additionally, students will practice effective written and oral communication techniques required for accurate court reporting. This course shall cover advanced English grammar, punctuation, and vocabulary including, but not limited to, phrases and clauses, sentence structure (fragments and run-ons), sentence classification, essential/nonessential elements, and proper usage, spelling and pronunciation of vocabulary terms. In addition, the course shall help prepare the student with English grammar, punctuation, and vocabulary skills necessary in the business world. The information in this course meets the requirements of the CR board.

### **Required Text**

- *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells.  
[Purchase Book Here](#)

### **Recommended Texts and Resources**

- *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells.  
[Purchase Book Here](#) (optional for Advanced English 2)

## **ADVANCED ENGLISH 3**

This Advanced English 3 course is designed to enhance the English language skills of court reporting students, focusing on advanced grammar, punctuation, and vocabulary. Through a combination of in-depth English fundamental reviews, practical exercises, and real-world scenarios, students will develop a strong foundation in using accurate English mechanics to produce quality transcripts of legal proceedings and trials. Students will refine effective oral and written communication with precision in legal documentation editing. The course will cover advanced grammatical concepts, complex punctuation rules, specialized and challenging vocabulary, and techniques for improving writing/editing skills. This course shall present content to assist students in mastering English grammar, punctuation, and vocabulary skills including, but not limited to, punctuation marks in spoken and written forms, introductory elements, direct discourse and quotes, parentheticals, abbreviations, numbers, and formal transcripts. In addition, the course shall help prepare the student with English grammar, punctuation, and vocabulary skills necessary in the business world. The information in this course meets the requirements of the CR Board.

### **Required Text**

- *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells.  
[Purchase Book Here](#)

### **Recommended Texts and Resources**

- *The Gregg Reference Manual*, 10<sup>th</sup> Edition by William A. Sabin. ISBN #978-1881859598 (optional for Advanced English 3)

## **LEGAL TERMINOLOGY 1 AND DEPOSITION PROCEDURES**

This course is designed to provide students with a comprehensive understanding of legal terminology commonly used in the legal field. Students will learn the fundamental legal terms, phrases, and concepts necessary to navigate legal documents, discussions, and processes. Through a combination of practical assignments, interactive exercises, and legal content students will develop their legal vocabulary and gain confidence in their ability to communicate as an official or freelance court reporter. The course will include fundamental terminology in the following areas of law: court systems, jurisdictions, criminal procedures, civil procedures, discovery methods, pretrials and jury trials, trial processes, legal ethics, constitutional law, and various crimes and defenses. This course shall help to prepare students for the Professional

Practices portion of the California CSR exam. It also provides information that is useful for other related fields of law (e.g., paralegal, legal secretary, interpreter, etc.).

The deposition procedures portion of this class will focus on providing comprehensive knowledge and practical skills related to deposition procedures for court reporting professionals. Students will learn the fundamental techniques and best practices involved in conducting and preparing deposition transcripts. Emphasis is placed on the ethical responsibilities of court reporters in this process.

#### **Required Text**

- *Legal Terminology*, 6<sup>th</sup> Edition by Gordon Brown (7<sup>th</sup> Edition may be used with page monitoring.) ISBN #9780133766974

### **LEGAL TERMINOLOGY 2 AND CIVIL PROCEDURES**

This course is designed to provide students with a comprehensive understanding of legal terminology commonly used in the legal field. Students will learn the fundamental legal terms, phrases, and concepts necessary to navigate legal documents, discussions, and processes. Through a combination of practical assignments, interactive exercises, and legal content, students will develop their legal vocabulary and gain confidence in their ability to communicate as an official or freelance court reporter. The course will include fundamental terminology in the following areas of law: crimes against property, crimes against persons, homicide, crimes against morality, torts, tortfeasors, negligence, product liability, contract law, personal property, bailment, intellectual property, and laws of agency. This course shall help to prepare students for the Professional Practices portion of the California CSR exam. It also provides information that is useful for other related fields of law (e.g., paralegal, legal secretary, interpreter, etc.).

The civil procedures portion of this class will focus on providing comprehensive knowledge and practical skills related to civil court procedures for court reporting professionals. Students will learn the essential skills and techniques necessary to accurately record and transcribe legal proceedings in a civil court setting. Through a combination of online handouts, video lectures, exercises, and practical application assignments, students will develop the necessary knowledge and proficiency to excel in the court reporting field. Emphasis is placed on the ethical responsibilities of court reporters in this process.

#### **Required Text**

- *Legal Terminology*, 6<sup>th</sup> Edition by Gordon Brown (7<sup>th</sup> Edition may be used with page monitoring.) ISBN #9780133766974

### **LEGAL TERMINOLOGY 3 AND CRIMINAL PROCEDURES**

This course is designed to provide students with a comprehensive understanding of legal terminology commonly used in the legal field. Students will learn the fundamental legal terms,

phrases, and concepts necessary to navigate legal documents, discussions, and processes. Through a combination of practical assignments, interactive exercises, and legal content, students will develop their legal vocabulary and gain confidence in their ability to communicate as an official or freelance court reporter. The course will include fundamental terminology in the following areas of law: marriage, dissolution, divorce proceedings, proprietorship, business, corporation, bankruptcy, real property, estates, deeds, mortgages, landlord/tenant law. This course shall help to prepare students for the Professional Practices portion of the California CSR exam. It also provides information that is useful for other related fields of law (e.g., paralegal, legal secretary, interpreter, etc.).

The criminal court procedures portion of the course is designed to provide court reporters with a comprehensive understanding of the criminal court system and the procedures involved in reporting criminal cases. Students will learn about the roles and responsibilities of court reporters in criminal court proceedings, as well as the legal framework and specific protocols related to criminal cases. The course will cover various aspects of criminal court procedures, including pretrial, trial, and post-trial phases, as well as the documentation and transcription requirements for accurate court records.

#### **Required Text**

- *Legal Terminology*, 6<sup>th</sup> Edition by Gordon Brown (7<sup>th</sup> Edition may be used with page monitoring.) ISBN #9780133766974

#### **MEDICAL TERMINOLOGY AND ANATOMY 1**

This course shall cover medical terminology including, but not limited to, combining forms, word parts, as well as common abbreviations, and utilizing proper usage, spelling and pronunciation of the terminology. Clinical procedures, laboratory tests, operative reports, and case studies are presented in practical application formats. Anatomy and physiology of the human body systems include the digestive, urinary, female and male reproductive, and nervous system, as well as an introduction of the cardiovascular system. This course meets all CR Board requirements for CSR students and shall help prepare the student for a career in the medical field, covering major body systems structure and anatomy, physiology, and to introduce pharmacologic, pathologic, and radiographic terminology related to each body system.

#### **Required Text (Either edition of *The Language of Medicine* is acceptable):**

- *The Language of Medicine*, 11<sup>th</sup> Edition by Davi-Ellen Chabner. ISBN #978-0323370813
- *The Language of Medicine*, 12<sup>th</sup> Edition by Davi-Ellen Chabner. ISBN #978-0323551472

#### **MEDICAL TERMINOLOGY AND ANATOMY 2**

This course shall cover medical terminology including, but not limited to, combining forms, word parts, as well as common abbreviations, and utilizing proper usage, spelling and pronunciation of the terminology. Clinical procedures, laboratory tests, operative reports, and case studies are presented in practical application formats. Anatomy and physiology of the

human body systems include the respiratory, circulator, lymphatic and immune, musculoskeletal, integumentary, and sense organs, as well as radiology, pharmacology, and psychiatry medicine. This course meets all CR Board requirements for CSR students and shall help prepare the student for a career in the medical field, covering major body systems structure and anatomy, physiology, and to introduce pharmacologic, pathologic, and radiographic terminology related to each body system.

**Required Text** (Either edition of *The Language of Medicine* is acceptable):

- *The Language of Medicine*, 11<sup>th</sup> Edition by Davi-Ellen Chabner. ISBN #978-0323370813
- *The Language of Medicine*, 12<sup>th</sup> Edition by Davi-Ellen Chabner. ISBN #978-0323551472

### **BEGINNING CASE CATALYST**

This course will give court reporters and court reporting students an introduction to the use of Stenograph's Case CATalyst computer-aided transcription (CAT) software. Students will learn how to use Case CATalyst software while producing transcripts with emphasis on realtime. Upon completion of this course, students should have a basic knowledge of the use of Case CATalyst software.

**Required Text**

- None

**Recommended Texts and Resources**

- *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells.  
[Purchase Book Here](#)

### **ADVANCED CASE CATALYST**

*Prerequisite: Beginning Case CATalyst*

This course will give court reporters and court reporting students advanced instruction in the use of Stenograph's Case CATalyst computer-aided transcription (CAT) software. Students will learn advanced techniques in the production of transcripts with emphasis on realtime. This course is for advanced students who have already completed the beginning course or who have working knowledge of the software. Upon completion of this course, students should be able to produce a saleable transcript utilizing Case CATalyst software.

**Required Text**

- None

### **Recommended Texts and Resources**

- *Court Reporting: Bad Grammar Good Punctuation* by Margie Wakeman Wells. [Purchase Book Here](#)

### **TRANSCRIPT PREP**

*Prerequisite: Completion of Theory, Beginning Case CATalyst, and Advanced Case CATalyst*

Students receive current instruction in formatting a transcript and its component parts, including title page, appearance page, index, body of transcript, court reporter certificate, speaker identification, exhibits, direct, cross, redirect, recross, and voir dire examination of witnesses and a prospective jury panel. The course includes instruction in preparation of worksheets, rate sheets, computer terminology, and the use of a personal computer and computer aided transcription (CAT) software. Emphasis is placed on the development of proofreading skills in order to produce an accurate, verbatim transcript.

### **Required Text**

- None

### **Recommended Texts and Resources**

- *Court Reporting: Bad Grammar Good Punctuation* by Margie Wakeman Wells. [Purchase Book Here](#)