9. **Certificates and Degrees:** The point that CTR awards few degrees and certificates was made numerous times times

The recommendation was made to the Academic Senate to discontinue the CTR program in 12/09 in order to have the recommendation considered during the Spring 10 semester as required by Senate procedure. Program evaluation criteria had yet to be adopted by DCC which means this recommendation went forward based on information available at the time but not based on any agreed upon criteria.

EXHIBIT B

COURT REPORTING and Related Technologies

West Valley College • 14000 Fruitvale Avenue, Saratoga, CA 95070 •
www.westvalley.edu
Career Programs Center • 408.741.2098

PROGRAM OPTIONS

- **Associate of Science Degree**
- **Certificate of Achievement**

PROGRAM INFORMATION

The Court Reporting and Related Technologies Department at West Valley College offers career education and training in court reporting as performed in courtrooms and deposition settings. The Department also prepares students for careers in the related fields of captioning, transcription, and legal secretarial studies. The Department is approved by the Court Reporter's Board of California to qualify students to sit for the California Certified Shorthand Reporter's Examination. Licensed by the state, court reporters are present at legal proceedings and submit their verbatim record as the official transcript. The Department is also approved by the National Court Reporters Association. West Valley College is the only community college in the South Bay that offers court reporting. Students in the program can acquire an A.S. degree or a Certificate of Proficiency.

Course Tracker - CSR Requirements Form

	Course ID	Description/Purpose	Hours	Taken	Date	Waived
1. English		215 hours required				
A.	English 1A	English Composition	54	☐		☐
B.	English 903 or 905	Punctuation and Grammar	54	☐		☐
C.	CTR 026	English Review and Office Practices	36	☐		☐
D.	READ 053	Speed and Critical Reading	54	☐		☐
E.	READ 063	Vocabulary Development	54	☐		☐
F.	CTR 42A	CSR Prep	12	☐		☐
G.	CTR 42B	CSR Prep	12	☐		☐
2. Medical		125 hours required				
A.	HTECH 005	Basic Medical Terminology	54	☐		☐
B.	CTR 34A	Medical Dictation	45	☐		☐
C.	CTR 042A	CSR Prep	12	☐		☐
D.	CTR 042B	CSR Prep	12	☐		☐
3. Legal		175 hours required				
A.	CTR 036	Legal Terminology & Court Practices	54	☐		☐
	OR					
B.	PARA 21	Intro to American Law	54	☐		☐
C.	CTR 38	Court and Deposition Procedures	54	☐		☐
D.	CTR 026	English Review and Office Practices	18	☐		☐
E.	CTR 42A	CSR Prep	12	☐		☐
F.	CTR 42B	CSR Prep	12	☐		☐

NOTE: Additional English, Medical, and Legal hours offered in speedbuilding courses

4. Technology		25 hours required				
A.	CTR 28A	Computer-Aided Transcription for CTR	63	☐		☐
B	CTR 30A,B,C	RealtimU-da1P ErXi8 _ 8V8V T f 0-V1 T j 0% M)V0, L I f 0hx8hUV4V T d 58-C1 hhSh 48 required ☐				

6. Keyboarding		45 wpm required by end of program		
A.	CA 10	Keyboarding		
7. Internship		60 hours required		
A.	5 hours of observation by attaining 120wpm	completion of 140 wpm	☐	☐
B.	5 hours of observation by attaining 180wpm	completion of 180 wpm	☐	☐
C.	50 hours reporting with certified reporter		☐	☐
	10 hours minimum in depositions		☐	☐
	10 hours minimum in court		☐	☐
	10 hours maximum in mock setting		☐	☐

Speedbuilding classes 80-220 wpm are taken in addition to academic courses

		Hours	Taken	Date	Waived
Machine qualifier 10-min 200 wpm 4-V @ 97.5%	(Taken near the end of the program)		☐		
Recommended courses and possible alternates					
BUS 28	Business Law	54	☐		
AJ 3	Principles &				

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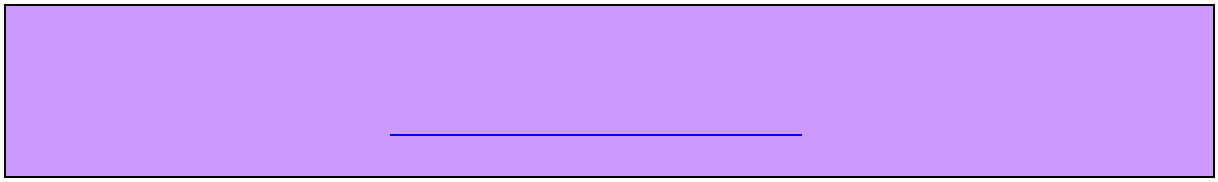
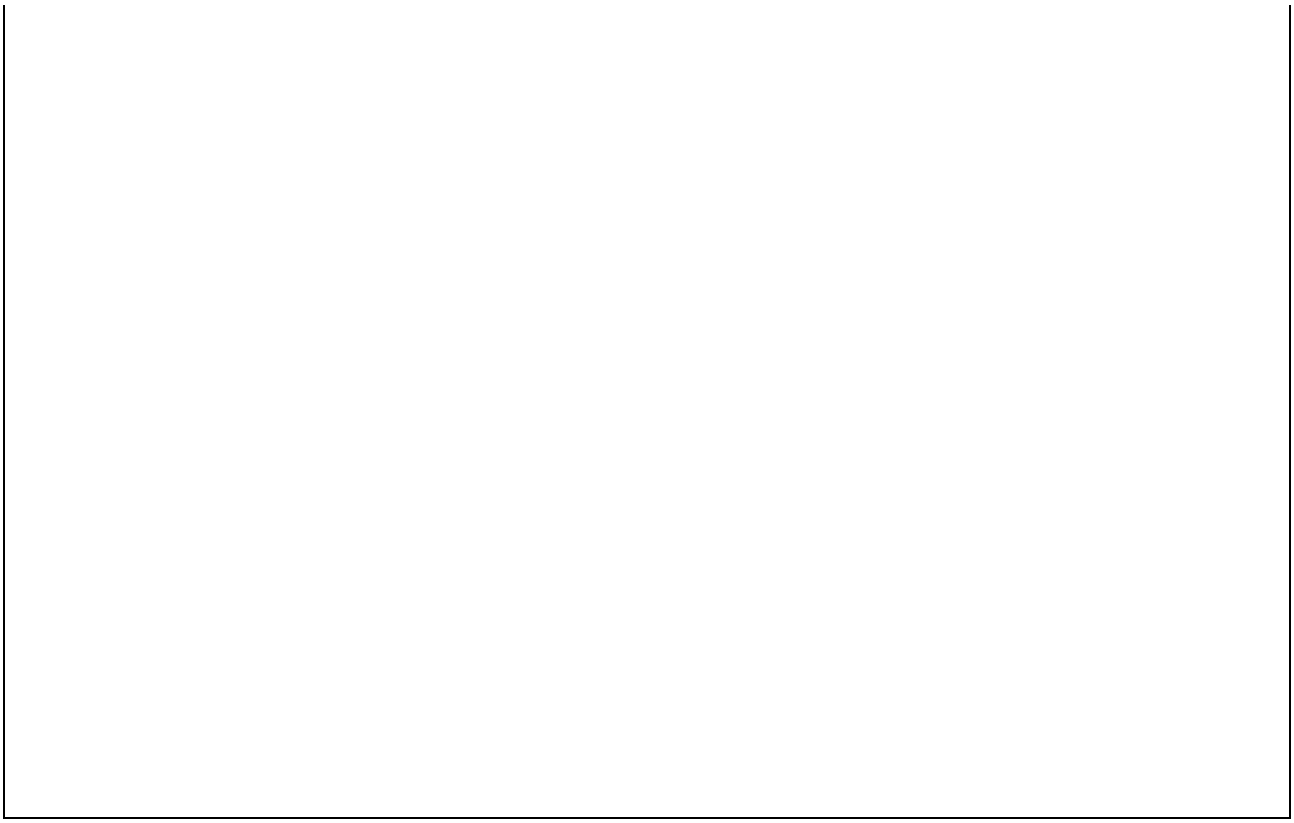
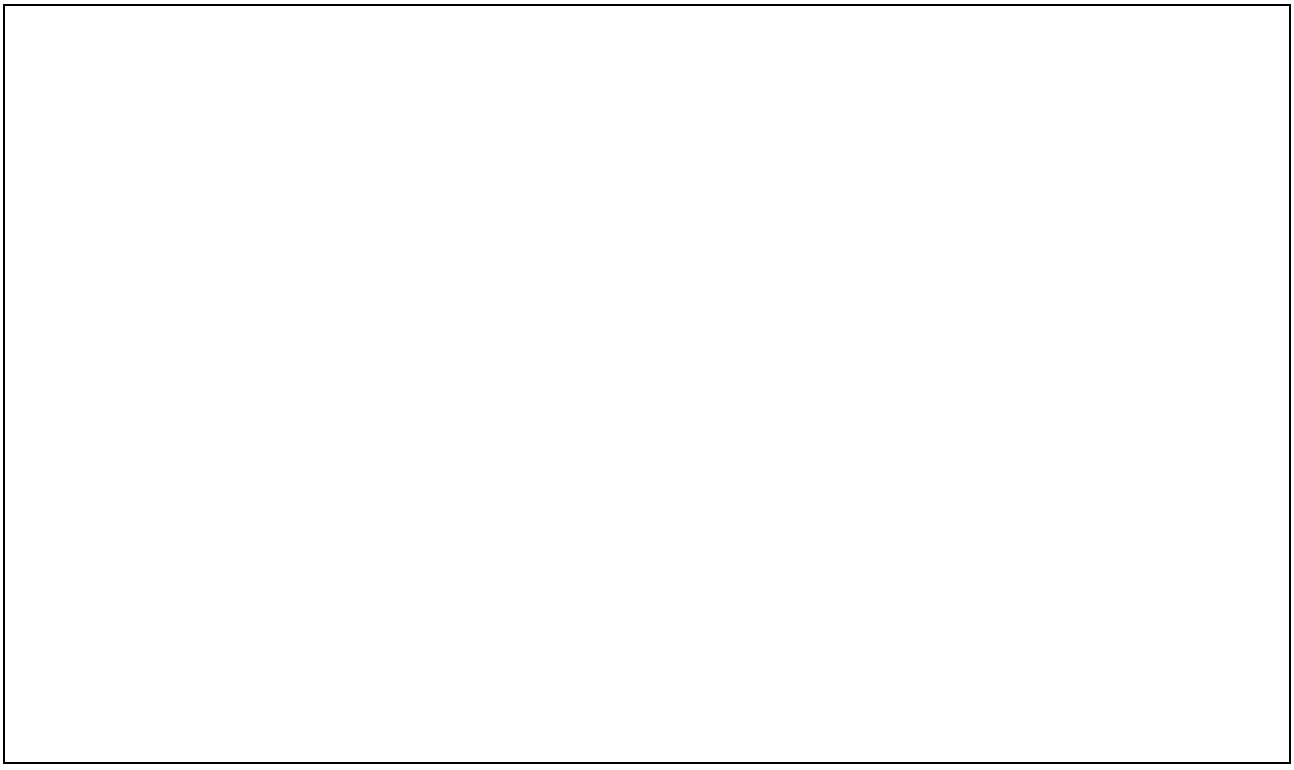


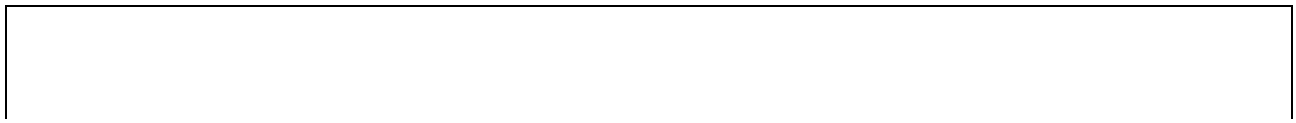
DATA ELEMENTS SECTION

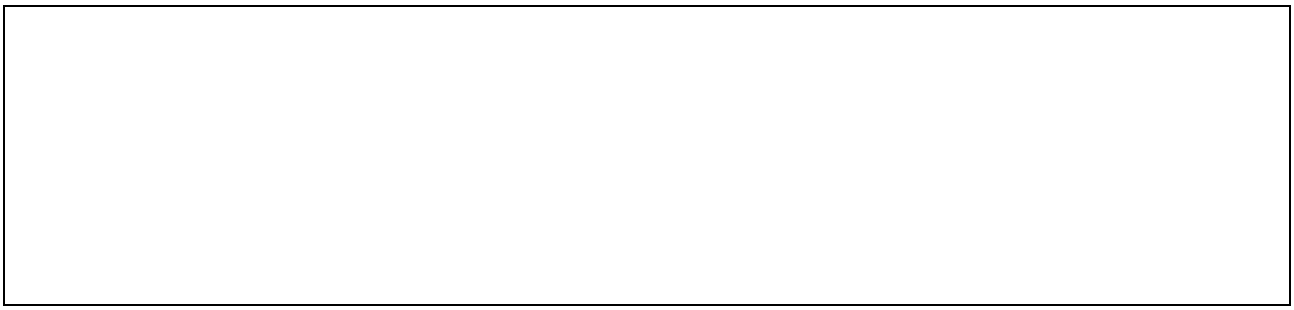
For college-wide data, CLICK HERE

For departmental data, click on your department at:
http://www.westvalley.edu/documents/faculty_resources/Program_Revi__f a)EbT d a [-b1)?-a2T d a [01H [0r









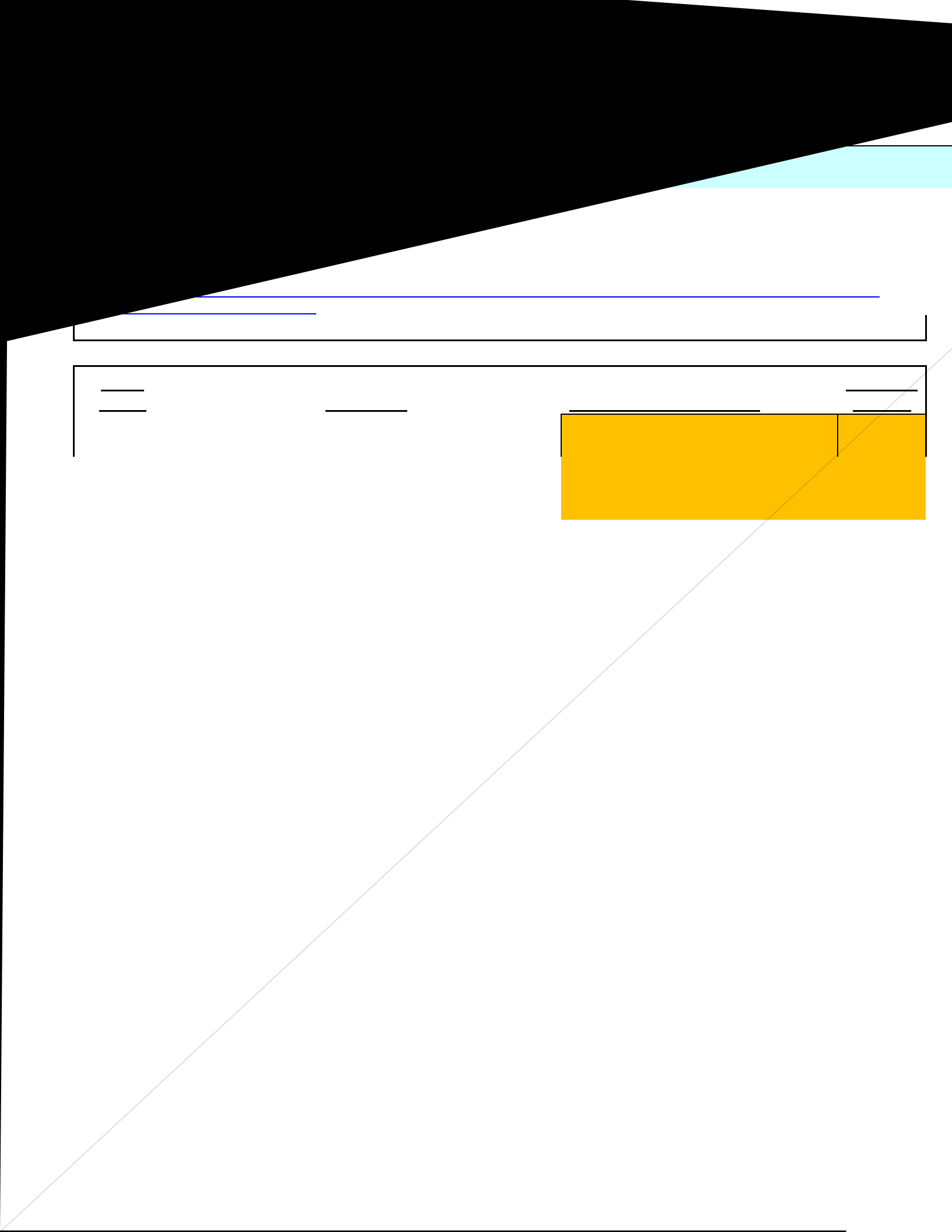


EXHIBIT D

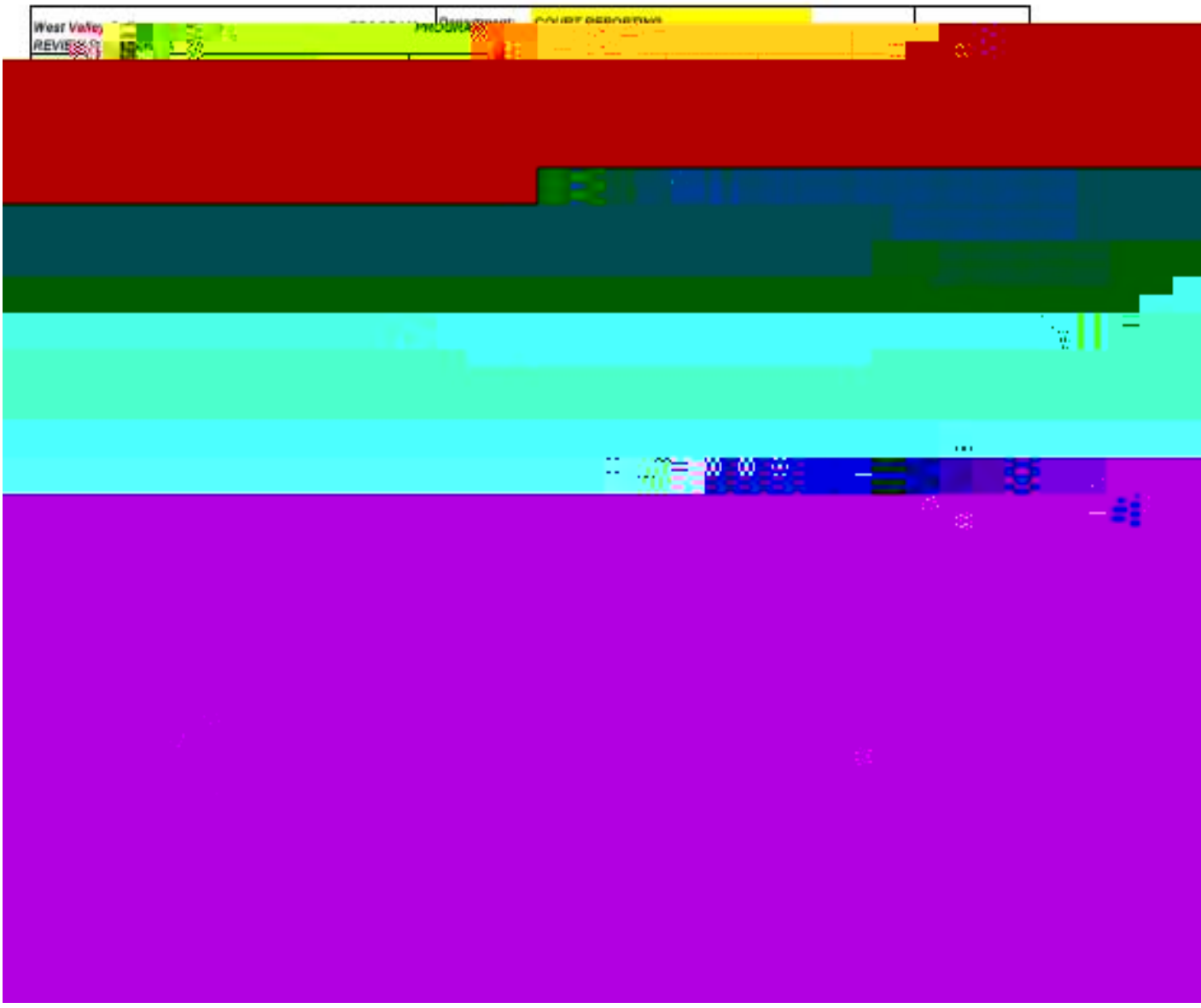



EXHIBIT E