SOUTH COAST COLLEGE

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This catalog covers the time period from **July 1, 2024** to **June 30, 2025**.

Pursuant to Section 94909 of the California Education Code, South Coast College annually updates its catalog. Changes in educational programs, educational services, procedures, or policies required to be in the catalog by state or regulation are implemented before the issuance of the annually updated catalog. Those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

This catalog is located on the southcoastcollege.edu website under
Student Services/Catalog. It is available to prospective students and to the general public.

The institution is not subject to provisional approval and does not offer an unaccredited degree program.

Contents

Overview

History

South Coast College was founded in Long Beach, California, in 1961 as the Stenotype School of Long Beach. In 1974, the College moved to Garden Grove, California, and the corporate name was changed to Whitley College. In 1980, Orange County College of Court Reporting was merged into Whitley College, and the name was changed to South Coast College of Court Reporting. In 1996, the College was granted degree-granting status and expanded its offerings beyond court/deposition reporting and related fields to include medical assistant and paralegal careers. In August 1999, the name was changed to South Coast College to reflect the addition of other programs.

Mission Statement

The mission of South Coast College is to provide quality education and training in a caring, student-oriented environment to individuals who are highly motivated and who wish to improve their lives.

South Coast College believes that, in this highly competitive business world, post-secondary education that trains people both in the skills and the language of specific careers is a valuable asset. South Coast College was founded on the philosophy that concentrated training in a chosen career can offer an alternative or a complement to other types of post-secondary education.

Philosophy

South Coast College has a steadfast philosophy of dedicating its faculty, administration, programs, and facilities to superior training in an atmosphere that is friendly, efficient, personal, professional, and student oriented. South Coast College is quite proud that the successful application of its philosophy has earned the College a widespread reputation for excellence; that its graduates can expect to develop skills that will help them not only in obtaining a job but in developing critical learning abilities and life skills.

Student Population

The training at South Coast College is intended for the following audiences:
- students upon completion of high school,
- individuals who have no prior post-secondary education who are looking for a career change,
- individuals who possess degrees and who wish to apply their knowledge and expertise to a legal- or medical-related field,
- professionals who wish to update their skills and knowledge.

www.SouthCoastCollege.edu

College Objectives

Our objectives are to provide our students with cognitive, performance-based, quality education and to assist them with career placement. The means of attaining these objectives are as follows:

- provide students with an exposure to academically oriented subjects that will enhance the quality of their lives, expand their cognitive reasoning skills, and make them aware of the ethical way to handle themselves.
- train students for a given field of study.
- prepare students for a successful career by helping them to develop proper work habits, a professional attitude, and an increased level of self-esteem.
- help students to obtain entry-level positions in their chosen fields of study.

These objectives are accomplished by offering courses of study and teaching methods that are appropriate to an entry-level position in the individual's field of study. All functions of the College revolve around these objectives.

To accomplish the mission, the College monitors the needs of the relevant business and professional communities and modifies the institution's curriculum, personnel, facilities, and equipment as necessary.

South Coast College regularly upgrades its programs to do the following:
- merit the confidence of the community we serve (students, working reporters, attorneys, courts, deposition agencies, transcription agencies, colleges/universities, broadcast, and healthcare facilities).
- keep our educational programs dynamic and current with the changing times to enable our graduates to be confident of meeting the challenges of the fast-changing social, economic, and technological climate.

Specifically, South Coast College strives to do as follows:
- continuously measure the effectiveness of our institution through feedback from our graduates and the community we serve,
- provide a curriculum that stresses skills and the attainment of critical thinking and sound reasoning,
- provide quality English and career-language training,
- train students in the mechanics of court reporting and related fields, paralegal, and medical assistant and related healthcare careers to be able to secure entry-level positions in these areas,
- encourage assessment by students, graduates, advisory board members, employers, and faculty to ensure continual improvement of the institution and its educational programs,
- maintain the professional development of staff and faculty by encouraging membership in professional organizations and participation in pertinent educational workshops, conferences, seminars, and in-service training,
- provide students with personal and professional guidance to assist them in satisfying their future goals and foster the development of lifetime educational growth,
- uphold admissions standards that aim toward enrolling qualified students who can pursue a post-secondary career,
- train students in the ethical and professional obligations and considerations of their chosen careers.

Expected Outcomes

A Word about South Coast College

At South Coast College, the faculty and staff take a personal interest in you as a student. The administrative offices are open for counseling on either College or personal problems. Faculty members are available upon request before and after class to offer guidance and assistance with classroom work and assignments.

The classes are designed to encourage the development of self-reliance, while laboratory instruction emphasizes a hands-on approach. Study groups and camaraderie are encouraged through class projects and practice groups. Individual differences in learning are recognized, and personal assistance is always available for those who need it. The College promotes collegiality by seeking student, faculty, and staff input for governance and decision-making.

The College promotes a synergistic approach to learning by exposing students to integrated learning situations through mock trials and integrated lab experiences.

The South Coast College staff maintains continuous, active participation in national, state, and local professional organizations, such as: the National Court Reporters Association, the Association of Reporter Training, the Deposition Reporters Association, the Orange County General Shorthand Reporters Association, the Chamber of Commerce, the State Bar of California, the Orange County Paralegal Association, the National Federation of Paralegal Associations, Inc., and the National Healthcare Association. The staff of South Coast College is encouraged to participate in occasional advisory boards and in various forms of professional development where they can interact with professionals in the fields of court reporting/captioning, law, business, computer technology, and medicine.

Calendar

Academic Calendar: July 1, 2024, to June 30, 2025

2024			2025		
July			*January*		
1 Mon	Class Start--Summer Mid-Quarter		1 Wed	New Year's Day Holiday (School Closed)	
4 Thu	Independence Day (School Closed)		6 Mon	Class Start--Winter Mid-Quarter	
23 Tue	Registration		28 Tue	Registration	
25 Thu	Registration		30 Thu	Registration	
August			*February*		
3 Sat	Graduation		12 Wed	Orientation Meeting for Spring Quarter Class	
9 Fri	End of Summer Quarter		14 Fri	End of Winter Quarter	
12-16 Mon-Fri	Student Break Week (Students Only)		17 Mon	Class Start--Spring Mid-Quarter	
19 Mon	Class Start--Fall Quarter				
September			*March*		
2 Mon	Labor Day Holiday (School Closed)		26 Wed	Orientation Meeting for Spring Mid-Qtr Class	
25 Wed	Orientation Meeting for Fall Mid-Qtr Class		28 Fri	End of First Six Weeks of Spring Quarter	
27 Fri	End of First Six Weeks of Fall Quarter		31 Mon	Class Start--Spring Mid-Quarter	
30 Mon	Class Start--Fall Mid-Quarter				
October			*April*		
22 Tue	Registration		29 Tue	Registration	
24 Thu	Registration				
November			*May*		
6 Wed	Orientation Meeting for Winter Class		1 Thu	Registration	
8 Fri	End of Fall Quarter		9 Fri	End of Spring Quarter	
11 Mon	Class Start--Winter Quarter		14 Wed	Orientation Meeting for Summer Class	
28 Thu	Thanksgiving Holiday (School closed)		12-16 Mon-Fri	Student Break Week (Students Only)	
29 Fri	Thanksgiving Holiday (School closed)		19 Mon	Class Start--Summer Quarter	
			26 Mon	Memorial Day Holiday (School closed)	
December			*June*		
20 Fri	End of First Six Weeks of Winter Quarter		25 Wed	Orientation Meeting for Summer Mid-Qtr Class	
23-31 Mon-Fri	Student Break Week (Students Only)		26 Fri	End of First Six Weeks of Summer Quarter	
25 Wed	Christmas Holiday (School Closed)		30 Mon	Class Start--Summer Mid-Quarter	
30 Mon	Orientation Meeting for Winter Mid-Quarter Class				

Class Sessions

South Coast College class sessions are conducted in residence on our campus located at 2011 West Chapman Avenue, Orange, California 92868 and is currently approved for online hybrid distance education.

Admissions

Admission and Tuition

Selection of Your College

Your choice of a profession should be carefully made. The choice of a college should be made with even more care. The reputation and standard of quality of the college you attend will be of extreme importance to you, both before and after graduation, and you should certainly visit the campus, ask questions, and get the feel of the college atmosphere beforehand. We invite a comparison of our college with any other that you may visit. Our 60 years of experience in creating professionals for the medical and legal fields will serve you well.

Admissions Requirements for All Programs

The minimum requirements for admissions are an interview, campus tour, admissions tests, proof of ability to do college-level work, completion of paperwork and required fee. The **admissions procedures** for admissions are to do the following:

1. Meet with an admissions representative for an informational interview. Parents and spouses are encouraged to be present.
2. Tour the campus at the time of their informational interview or at any time prior to enrolling in classes.
3. Submit a high school diploma (or proof of equivalency such as a high school transcript (official or unofficial), a recognized high school equivalency test (GED certificate), college transcript, or college diploma as proof of ability to do college-level work before signing an enrollment agreement. A Home Study certificate or transcript from a Home Study program must reflect equivalent high school level work and be recognized by the student's home state. Home Study education and graduation must be verified. South Coast College does not admit ability-to-benefit students.
4. Take the required admissions tests and attain a score of 65 out of 100 points on an admissions-standardized inventory test that consists of an admissions-standardized general knowledge test and an English proficiency test. The test has the following sections:
   (1) General knowledge 1-20 (20 points)
   (2) Choosing the correct word 21-29 (9 points)
   (3) Choosing the correct sound-alikes 30-46 (17 points)
   (4) Attaching prefixes 47-56 (10 points)
   (5) Choosing the correct spelling 57-80 (24 points)
   (6) Choosing the correct word based upon the meaning 81-90 (10 points)
   (7) Choosing the correct synonym 91-100 (10 points)
   If the student does not satisfactorily pass the English proficiency tests, then he or she will be given one chance to retest in the following six weeks.
   Complete the required admissions documents and submit the necessary fee stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.
5. Complete an enrollment interview and execute enrollment documents, including the application form, the enrollment agreement, and sign other required disclosure documentation. Documentation must be signed by a parent or guardian if the applicant is under 18 years of age.

Note that recruitment is in English, and all courses are taught in English. Students must be able to speak, read, write, and understand fluently in English. English abilities will be determined through the South Coast College admissions test (as noted in No. 4), an interview, and completion of necessary documents. South Coast College does not currently instruct English as a second language. South Coast College does not instruct in a foreign language. Please note that for the enrollment agreement, disclosures, and statements to students if English is not the student's primary language and if the student is unable to understand the terms and conditions of the enrollment agreement, then the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Students have the right to have the information translated to them at their own expense, through a family member, or through other means.

All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.

As a prospective student, you are encouraged to review this Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. If there is any portion of the agreement that you do not understand, please ask to have it explained to you.

The school catalog is online at www.southcoastcollege.edu; however, the institution shall provide the school catalog to any person upon request. South Coast College does not have any program-specific student brochures.

Although not required for admission, the applicant must be aware of the following:

- Some externships, primarily hospital externships, require that medical assistant students have any required health examinations, pathology tests, and immunizations completed prior to beginning clinical courses, field work training, or externship experience.
- The Court Reporters Board requires fingerprinting before a student can take the Certified Shorthand Reporter (CSR) examination, and the State, many employers, and various other agencies may require criminal background checks before a student can be placed in an externship.

Nondiscrimination
South Coast College admits students of any race, religion, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at South Coast College.

South Coast College does not discriminate with regard to age, sex, sexual orientation, race, religion, color, or national or ethnic origin in hiring or in administration of its educational policies, admissions policies, loan programs, or other College-administered programs.

Students with Special Needs

South Coast College makes every effort in the admissions process to accommodate potential students with special needs. South Coast College is Americans with Disabilities Act (ADA) compliant. The admissions representative will ask potential students what assistance they need to complete the admissions process. Additional assistance will be provided by administrative staff, instructors, and/or management staff should the student enroll at South Coast College.

Tuition
- Please refer to the Addendum A - Tuition and Fee Schedule for specific charges and for an estimate of total College costs.
- Books and supply costs may vary with the class schedule.
- The tuition structure is based on these class schedules:
  Day Program - four or five days per week, depending upon the credits attempted.
  Evening Program - three or four evenings per week, depending upon the credits attempted.

Tuition for all South Coast College programs is standardized over the year. No tuition reduction is made for excused absences.

Academic Year
An academic year at South Coast College is approximately 9 months in length for day students and 12 months in length for night students. Each academic year defines full time as 36 quarter credits. For day students, full time is 12 credits a quarter for 3 quarters; and for evening students, full time is 9 credits a quarter for 4 quarters. A student must be at least half-time (6 credits for day students or 5 credits for night students) to qualify for financial aid. Pell grants are prorated for less than full-time enrollment. Academically, one credit hour is equal to 12 hours of instruction for lecture classes, 24 hours of laboratory, and 36 hours of externship. For financial aid award purposes on certificate programs, one credit hour is equal to 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class and/or instructional hours.

Even though students are packaged for financial aid in academic years, students are expected to attend college year-round.

Accreditation and Approvals

Accreditation

Accrediting Commission of Career Colleges and Schools (ACCSC)

South Coast College is accredited by the Accrediting Commission of Career Colleges (ACCSC). ACCSC is a recognized agency by the U.S. Department of Education.

Location: Accrediting Commission of Career Colleges and Schools (ACCSC)

Physical Address: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201
Phone Number: (703) 247-4212

Why Accreditation is Important

Accreditation is important when choosing a college. When considering any type of educational program, always ask whether the institution offering services is accreditation by an accrediting agency recognized by the Department of Education. When you attend an accredited institution, you are attending a school that undergone a rigorous process that evaluates educational quality. It is not easy to become or remain an accredited institution. The rules and regulations are strict, precise, and designed to protect students.

Approvals

Bureau for Private Postsecondary Education (BPPE)

South Coast College is *approved to operate** as a private postsecondary institution in the **State of California.** Approval to operate means that the college is in compliance with state standards as set forth in the Education Code. An approval to operate does not imply an endorsement or recommendation by the indicated agency.

* "Approval" or "approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.
Note: The approval of South Coast College to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2021."

South Coast College **complies** with the requirement that a prospective student should not be required to provide personal contact information in order to obtain, from the institution's Internet Web site, educational program information that is required to be contained in the school catalog or any information required pursuant to the consumer information requirements of Title IV of the Federal Higher Education Act of 1965, and any amendments thereto.

"The catalog with all its addenda and all disclosure information required by the State, Department of Education, and various other governing agencies is available at www.southcoastcollege.edu. The catalog section is located under the Student-Resources/Program-Catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to

review the School Performance Fact Sheet, which is provided to you prior to signing an enrollment agreement."

Contacting the Bureau for Private Postsecondary Education (BPPE)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

Address:	1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
	or P.O. Box 980818, West Sacramento, CA 95798-0818,
Website:	www.bppe.ca.gov,
Telephone numbers:	(888) 370-7589 or (916) 574-8900
Fax Number:	(916) 263-1897.

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by completing a complaint form which can be obtained on the Bureau's website: www.bppe.ca.gov/students/

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting https://www.osar.bppe.ca.gov/.

Self-Monitoring Procedures

South Coast College makes every effort to inform its students, faculty, and staff of currency in the policies and procedures that are implemented by the Bureau for Private Postsecondary Education (BPPE).

The Chief Operating Officer regularly reviews pertinent BPPE laws and regulations with its paralegal instructors that affect the operations of the school. These would include the California Private Postsecondary Education Act of 2009, SB Bill 1192, Student Tuition Recovery Fund, Title 5. Division 7.5 California Code of Regulations, and Disciplinary Guidelines.

In the weekly meetings, the Chief Operating Officer discusses BPPE updates on its policies and procedures that affect the operation of the school. Documentation of any changes in the school policies and procedures affected are reflected in the school catalog accordingly. In instances where BPPE policies and procedures have been implemented before the publication of a new catalog, the Administration Office will bring these to the attention of the students, faculty, and staff through the following: Notification in the Orientation and Updates Team and through special notifications in Teams when the student body is affected.

CIP Code/Standard Occupational Classification (SOC) Codes

The job classifications according to the United States Department of Education's Classification of Instructional Programming (CIP) Codes and the United States Department of Labor's Standard Occupational Classification (SOC) Codes are as follows:

Program	CIP Code	SOC Code
Court Reporting Certificate	22.0303	27-3092
Court Reporting Production Specialist, Emphasis Transcript/ Document Production Certificate	22.0305	23-2099
Medical Assistant Certificate	51.0801	31-9092

Program	CIP Code	SOC Code
Paralegal AA	22.0302	23-2011

California Court Reporters Board (CCRB)

The South Coast College Court Reporting program is approved by the California Court Reporters Board (CCRB) under the Department of Consumer Affairs (DCA).

South Coast College complies with and meets the **Criteria for Recognition of Court Reporting Schools** set forth in the Professional and Vocational Regulations of the California Court Reporters Board.
(CCR, Title 16, Division 24, Article 2, Section 2411)

The *minimum* requirements of the CRB that a school must offer to be approved by the Certified Shorthand Reporter (CSR) examination are as follows:

Subject/Skill Areas	Hours of Instruction
English	240
Legal	150
Medical	120
Transcript Preparation	25
Court Observation	10
Apprenticeship Training	50
Technology	60
Resource Materials	5
Keyboarding Skills	45 wpm
Total Academic Hours	660
Approximate Machine Hours	2300

California Court Reporter Law

The California Court Reporters Board (State of California Department of Consumer Affairs) administers three examinations yearly and issues State licenses to the successful applicants. The State Board requires applicants from a reporting school to furnish proof of successful completion of the entire school reporting program, including the **ability to write stenographically at 200 wpm 4-voice testimony for 10 minutes with an accuracy of at least 97.5 percent.** The decision to participate in the licensing examination administered by the State of California is entirely up to the student.

Eligibility Requirements to Take the Certified Shorthand Reporter (CSR) Test

The eligibility requirements are as follows (Section 8020, Business & Professions Code):
(1) Over 18 years of age;
(2) high school education or its equivalent;
(3) has not committed any acts or crimes constituting grounds for denial of licensure and
(4) the applicant must submit satisfactory evidence that he or she has originally obtained one of the following:
(b) A verified certificate of satisfactory completion of a prescribed course of study from a **California Recognized Court Reporting School** or certification from such school evidencing equivalent proficiency.

Court Reporting is a State-Licensed Profession. In order for a person to qualify from a school to take the State licensing examination to be able to work as a court or deposition reporter, the person shall complete a program at a **recognized school**. A graduate of the degree program or certificate program who has passed a school qualifying examination will be able to sit for the licensure examination in California. However, other states may have different licensure requirements. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:

Location: California Court Reporters Board (CRB), Department of Consumer Affairs (DCA)
Physical Address: 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
Website: www.courtreportersboard.ca.gov
Phone Number: (877) 3-ASK-CRB (1-877-327-5272)
Phone Number: (916) 263-3660
Fax Number: (916) 263-3664

California Student Aid Commission (CSAC)

At the time of this publication, South Coast College is not approved to offer new Cal Grants.
Address: P.O. Box 419026, Rancho Cordova, CA 95741-9026
Phone Number: (888) 224-7268
Website Address: www.csac.ca.gov

National Court Reporters Association (NCRA)
South Coast College undergoes a voluntary review of its court reporting program by the National Court Reporting Association and is certified as meeting certain General Requirements and Minimum Standards as set forth by the National Court Reporting Association (NCRA).

The court reporter program offered at South Coast College is committed to excellence in realtime reporter education and have met the General Requirements and Minimum Standards (GRMS) established by the Council on Approved Student Education (CASE) of the National Court Reporters Association, earing the right to describe themselves as NCRA-approved.

Location: National Court Reporters Association (NCRA)
Mailing Address: 12030 Sunrise Valley Drive, Suite 400, Reston, VA 20191
Website: www.ncra.org
Phone Number: (703) 556-6272

South Coast College is certified as meeting certain general requirements and minimum standards set forth by the National Court Reporters Association (NCRA).

National Verbatim Reporters Association (NVRA)
South Coast College is recognized as a participating school offering the court reporting program using voice technology.
Location: 629 North Main Street, Hattiesburg, MS 39401
Website: https://www.nvra.org
Phone Number: 601-582-4345

U.S. Department of Education (DOE)
South Coast College is approved to offer financial assistance through the Department of Education.
Location: U.S. Department of Education
Mailing Address: 50 Beale Street, San Francisco, CA 94105
Website: www.ed.gov
Phone Number: (800) 872-5327

U.S. Department of Veterans Affairs (VA)
The programs at South Coast College are approved for the training of veterans pursuant to Title 38, United States Code §3672 (b)(1)(2)(A)(iv). This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the VA and student accordingly.

Location: U.S. Department of Veterans Affairs
Mailing Address: 810 Vermont Avenue NW, Washington, DC 20420
Website: www.va.gov
Phone Number: (800) 827-1000

Memberships

South Coast College additionally has memberships in the following organizations to support the Medical Assistant and Paralegal programs.

Medical

American Medical Technologist (AMT)
South Coast College is approved to administer voluntary examinations to certify a student as a Registered Medical Assistant (RMA).

Location: American Medical Technologist (AMT)
Mailing Address: 10700 West Higgins Rd., Suite150
                               Rosemont, IL 60018
Phone: (847) 823-6169
Website: www.americanmedtech.org
Email: mail@americanmedtech.org

National Healthcare Association (NHA)
South Coast College is approved to administer voluntary examinations in the following:
- Billing and Coding Specialist
- Medical Administrative Assistant
- Clinical Medical Assistant
- Electronic Health Records Specialist

Location: National Healthcare Association (NHA)
Mailing Address: 11161 Overbrook Road, Leawood, Kansas 66211
Website: www.nhanow.com
Phone Number:(800) 499-9092

Paralegal

National Federation of Paralegal Associations, Inc. (NFPA)

<div align="center">*Programs Offered by South Coast College*</div>

South Coast College offers the Associate of Arts degree and certificate programs:

Degree Programs

AA   Paralegal

Certificate Programs

Certificate   Court Reporting
Certificate   Court Reporting Production Specialist,
                    Emphasis Transcript/Document Production
Certificate   Medical Assistant

<div align="center">*Fiscal Responsibility*</div>

South Coast College has no pending petitions in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Court Reporting Programs

Overview of Court Reporting Programs

South Coast College offers a (1) Certificate in Court Reporting **(CCR)** and (2) Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production **(CCRPS)** programs. The programs have been designed to cover two important elements of court and deposition reporting: stenography—the skill needed to record the record stenographically and transcript production—the skill needed to produce the record and its exhibits in its entirety. To some extent, some reporters prefer to engage in both aspects while producing the record. Some reporters prefer to spend more time using their highly developed stenographic skills and leave the document production to others.

Program Objective: Certificate in Court Reporting

The objectives of the CCR program are to prepare graduates for both (1) careers requiring certification as an official court reporter or deposition reporter and (2) careers that do not require certification.

Careers Requiring Certification

The South Coast College CCR program is designed to produce certified court and deposition reporters. As such, it requires the attainment of both the skill of stenography and the ability to produce the record in its entirety. The California Court Reporters Board (CCRB) sets forth the program requirements necessary to achieve these skills.

"In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school."

Further, as the only school in California approved by the National Court Reporting Association (NCRA), South Coast College students who wish to achieve the Registered Professional Reporter (RPR) designation necessary for promotion in some courts and required to work as an official court or deposition reporter in other states meet the requirements set forth by NCRA and are prepared to take and pass the proficiency tests required for RPR designation.

Not Requiring Certification

Although the careers of court and deposition reporter require certification, there are numerous career opportunities for individuals who acquire various levels of skill in both the stenography and document production areas. Careers not requiring certification that involve stenography training include the following:

1. Careers in rapid-data entry – using stenography and translation software for producing transcription of digital recordings to produce transcripts or reports, such as police reports.
2. Careers in CART (Communication Access Realtime Translation) or captioning for the deaf and hard of hearing.
3. Careers as a hearing reporter. The Department of Industrial Relations offers a Hearing Reporter Examination to work as a hearing reporter for the Department of Industrial Relations. An

applicant does not need to possess a CSR license. In addition, there other hearing reporter position that do not require any licensure.

Description of the Certificate in Court Reporting (CCR)

The **CCR** program is designed to meet the requirements of the California Court Reporters Board (CRB) to qualify to take the Certified Shorthand Reporter (CSR) Examination. The Certificate in Court Reporting consists of the following types of courses:

The (CCR) program consists of the following types of courses:

1. Theory courses that introduce the student to the language of stenography or voice input. In these classes, learn to write the language called theory.
2. Courses that focus on the skill development of writing on the machine from 40 wpm up to 200 wpm to satisfy the CRB requirements of the State (and 225 wpm proficiency requirements of the NCRA and NVRA) and transcription of tests at those speeds.
3. Four-voice courses that provide a wide variety of different scenarios that include practice in both court and deposition-type settings.
4. Courses that include the computer and software applications for court and deposition reporting.
5. Courses that cover the ethics and procedures of court and deposition reporting.
6. Academic courses required to fulfill the requirements of the CRB with an extensive CSR Review course on the academics prior to the CSR Examination.
7. Apprenticeship in both court and deposition settings.

Curriculum for Certificate in Court Reporting (CCR)			
Credit hours and Credit Hours			
Discipline	Courses	Cumulative Instructional Hours	Cumulative Credit Hours
Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	280.0	15.0
Skill Building Courses (26 courses total)	PR118A, PR118B, PR106STA, PR106STB, CR203, CR204, CR205, CR206, CR207, CR208, CR209, CR210, CR211, CR212, CR213, CR214A, CR214B, CR215, CR216, CR217, CR218, CR219, CR220A, CR220B, CR221A, CR221B	3176.0	100.0
Academic Courses (9 courses total)	CR101, CR102A, CR102B, CR103, CR104, CR105, CR106, CR108, CR109	420.0	35.0
Professional Development Courses (11 courses total)	PR103A, PR103B, PR104, PR105, PR106, PR106ST, PR108, PR110STA, PR110STB PR115A, PR115B	296.0	24.0
Apprenticeship Course (1 course total)	PR107	100.0	3.0
51 courses total		4272.0	177.0

Expected Outcomes Certificate in Court Reporting

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

Shorthand or Voice Reporters

Shorthand or voice reporters who graduate from the certificate program (Court Reporting) meet the minimum standard set forth by the California Court Reporters Board (CCRB) (including a skill of 200 wpm and required academic courses) to take the Certified Shorthand Reporter (CSR) examination to work in the State of California as a court or deposition reporter. The Certified Shorthand Reporter Examination qualifies reporters for entry-level reporter positions. The program requires an apprenticeship of the minimum hours mandated by the Court Reporters Board.

Shorthand or voice reporters who graduate from the certificate program (Court Reporting) can take the proficiency tests set forth by the National Court Reporters Association (including a shorthand skill of 225 wpm or the voice input skill of 225 wpm) to prepare them with the proficiencies required to take and pass a Registered Professional Reporter or Certified Verbatim Reporter examinations, allowing them to work in states that require only that designation for employment.

Shorthand reporters who graduate from the Court Reporting Certificate program are qualified with skills to work in various entry-level positions that include rapid-data entry or captioner for deaf and hard-of-hearing clients.

Program Objective: Certificate in Court Reporting Specialist, Emphasis in Transcript/ Document Production (CCRPS)

The objectives of the CCRPS program are to prepare graduates for careers that support the official court or deposition reporter by knowing the language of stenography and the software used by reporters and by developing the skills necessary to efficiently produce documents.

Careers not requiring certification that involve the document production areas include the following:

1. Scoping is a career that involves knowing how to read stenography and utilizing the software that court and deposition reporters use for translation of their steno notes. Scopists support court and deposition reporters by allowing them the freedom to concentrate on using their stenography skills while the production portion of the document is handled by the scopists. Their skills include proofreading the document and making edits to the document that occur from either mistranslates or un-translates of steno notes and addressing punctuation errors.
2. Doing all other aspects of document production, including the entire document cycle from intake of the document to the final production of the document. This career involves working as a document production specialist in a deposition agency.

Students who complete the court reporting program are not all required to work in careers that require certification. Those who complete 120 wpm and take the required 94 credits from the CCR program and the apprenticeship in document preparation can obtain a Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production.

The objective of the CCRPS program is to obtain the skills and knowledge to work in a document support capacity for court or deposition reporters.

Description of the Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production (CCRPS)

The CCRPS program is designed to be an entry-level career in the court reporting area. A Court Reporting Production Specialist may be employed in a variety of document production areas. The Court Reporting Production Specialist may specialize in the production of documents for a court reporting agency or may be involved in the various of aspects of the document cycle, including the transcription of documents, proofreading of documents, scoping of documents either as an employee or as an independent contractor. The Production Specialist will be able to do the following:

Schedule and track transcripts through the production cycle and do all aspects of transcript assembly including minor editing, scanning exhibits, copying and making CDs, binding, printing, preparing and shipping of transcripts;

Transcribing audio files with a high degree of accuracy;

Proofreading transcripts produced transcripts produced by court/deposition reporters;

Scope transcripts using computer-aided translation scoping software to ensure an error-free final product.

The program consists of the following types of courses:
1. Theory courses that introduce the student to the language of stenography. In these classes, students learn to write the language called theory on a machine called a stenotype machine.
2. Courses that focus on the skill development of writing on the machine from 40 wpm up to 120 wpm.
3. Courses that include the computer and software applications for court and deposition reporting.
4. Academic courses required to produce salable documents.
5. Apprenticeship in transcript/document production.

Curriculum for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS) Credit hours and Credit Hours			
Discipline	**Courses**	**Cumulative Instructional Hours**	**Cumulative Credit Hours**
Shorthand Theory Courses (6 courses total)	CR201A, CR201B, CR202AA, CR202AB, CR202BA, CR202BB	280.0	15.0
Skill Building Courses (9 courses total)	PR118A, PR118B, CR203, CR204, CR205, CR206, CR207, CR208, CR209	1,336.0	45.0
Academic Courses (3 courses total)	CR101, CR102A, CR103	180.0	15.0
Professional Development Courses (9 courses total)	PR104, PR105, PR106, PR106STA, PR106STB, PR110STA, PR110STB, PR115A, PR115B	256.0	16.0

Curriculum for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)			
Apprenticeship Course (1 course total)	PR107TR	100.0	3.0
28 courses total		**2,152.0**	**94.0**

Expected Outcomes for Certicate in Courteporting Production Specialist

Production Specialists

The measurable student learning outcomes that demonstrate the achievement of goals include the following:

The Court Reporting Production Specialist Emphasis on Transcript/Document Production Certificate prepares graduates in careers in scoping as a freelance scopist or proofreader/scopist for deposition agencies or as production specialists in deposition agencies in any of the aspects of the document production cycle from calendaring to the handling of exhibits to the final filing, storage, and distribution of the document.
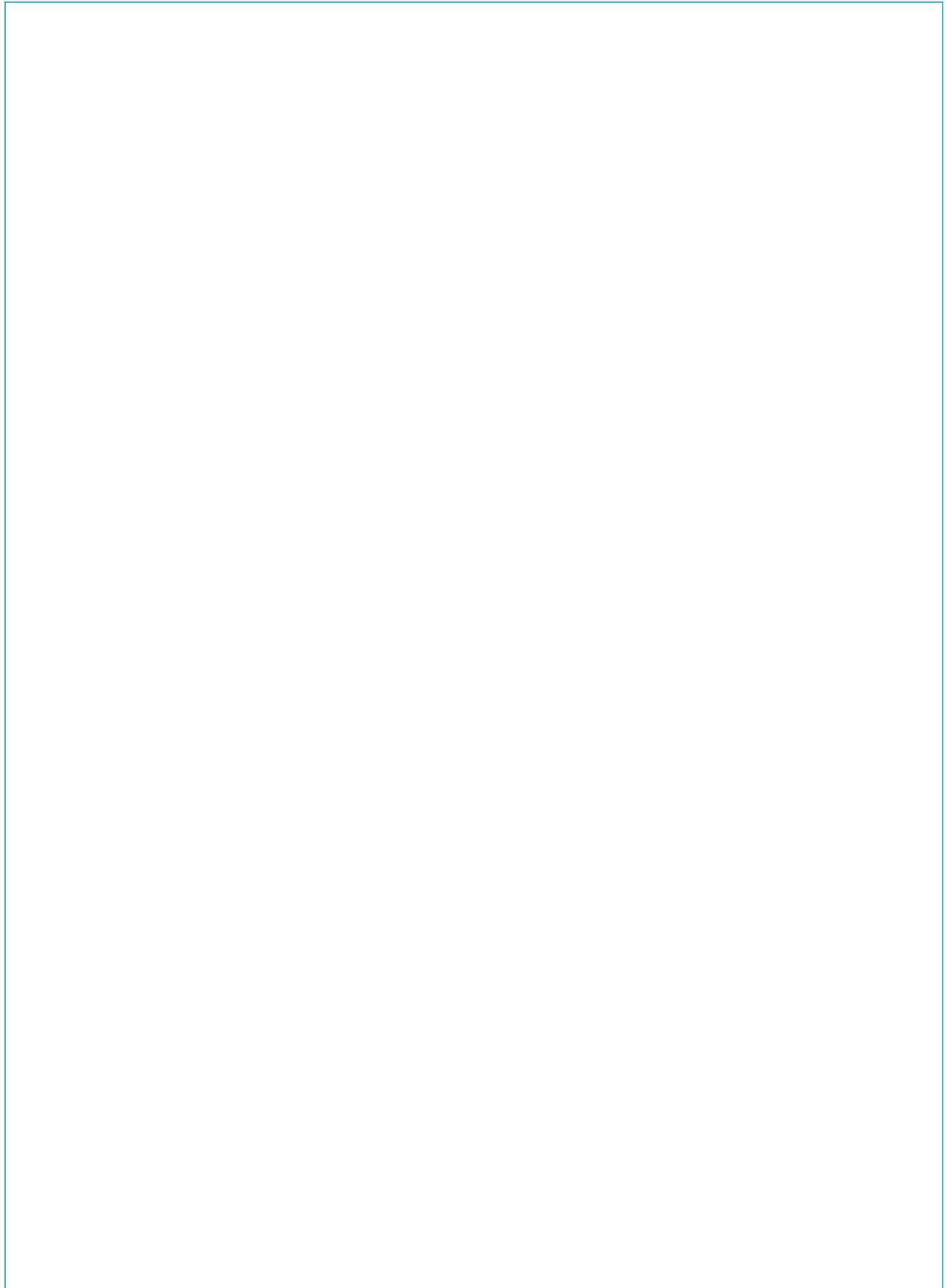
List of Courses
CCR/CCRPS Programs

CCR/CCRPS Programs

The Combined Program Chart that follows contains both the (1) Certificate in Court Reporting (**CCR**) and the (2) Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production (**CCRPS**).

The **total number of quarter credit hours** for the Certificate in Court Reporting Program is 177 quarter credit hours. Note: The CCR program is the **entire list** of courses consisting of 177 quarter credits.

The **total number of quarter credit hours** for the Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production is 94 quarter credits. Note: The **shaded portion** is the CCRPS program. It consists of 94 of the 177 credits.

The Court Reporting Program is a self-paced program that allows the student to progress through the skill building portion of the courses. The chart below provides a list of suggested courses to take each quarter to pace yourself through the program.

The Court Reporting Program is a self-paced program that allows the student to progress through the skill building portion of the courses. The chart below provides a list of suggested courses to take each quarter to pace yourself through the program.

CCR and CCRPS Day Programs

Course	Title	Academic Credits
Year 1, Quarter 1		
CR201A or CR201A(V)	Shorthand Theory Part I/Voice Writing Theory Part I	2.50 Cr.
CR201B or CR201B(V)	Shorthand Theory Part II/Voice Writing Theory Part II	2.50 Cr.
CR202AA or CR202AA(V)	Court Reporting Theory Part I	2.50 Cr.
CR202AB or CR202AB(V)	Court Reporting Theory Part II	2.50 Cr.
CR202BA or CR202BA(V)	Computer Tutorial Part I	2.50 Cr.
CR202BB or CR202BB(V)	Computer Tutorial Part II	2.50 Cr.
Year 1, Quarter 2		
PR118A	Skill Building 40 wpm	2.50 Cr.
PR118B	Skill Building 50 wpm	2.50 Cr.
PR104	Introduction to Computers and Management Information Systems	2.50 Cr.
PR106STA or PR106STA(V)	Steno Legal Part I/Legal Voice Writing Part I	2.50 Cr.
PR115A	Document Preparation: Formatting	2.00 Cr.
PR115B	Document Preparation: Speaker Identification	1.50 Cr.
Year 1, Quarter 3		
CR203	Skill Building 60 wpm	5.00 Cr.
CR204	Skill Building 70 wpm	5.00 Cr.
CR101	English I: Sentence Structure	5.00 Cr.
Year 1, Quarter 4		
PR110STA or PR110STA(V)	Medical Terminology with Steno Emphasis Part I/Medical Voice Writing Part I	2.50 Cr.
CR205	Skill Building 80 wpm	5.00 Cr.
CR102A	English IIA: Grammar and Usage: Noun Emphasis	5.00 Cr.
Year 2, Quarter 1		

Course	Title	Academic Credits
CR103	*English III: Analysis of the Rhetoric of Oral Communications*	5.00 Cr.
PR110STB or PR110STB(V)	*Medical Terminology with Steno Emphasis Part II/Medical Voice Writing Part II*	2.50 Cr.
CR206	*Skill Building 90 wpm*	5.00 Cr.
CR207	*Skill Building 100 wpm*	5.00 Cr.
PR106	*Introduction to CAT Concepts (Dictionary Build)*	2.50 Cr.
Year 2, Quarter 2		
CR208	*Skill Building 110 wpm*	5.00 Cr.
CR209	*Skill Building 120 wpm*	5.00 Cr.
PR105	*Court Reporting CAT and Realtime Software*	2.50 Cr.
PR107/PR107TR	*Apprenticeship—Training for CCR (PR107) or Training for CCRPS (PR107TR)*	3.00 Cr.
TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST (DAY PROGRAM)		**94.0 Cr.**
Year 2, Quarter 3		
CR109	**Integrated Medical Science**	5.00 Cr.
CR210	**Skill Building 130 wpm**	5.00 Cr.
CR211	**Skill Building 140 wpm**	5.00 Cr.
Year 2, Quarter 4		
CR106	**Law I: Legal Terminology**	5.00 Cr.
CR212	**Speed Building 150 wpm**	5.00 Cr.
CR220A	**Live Multi-Voice 150-160-170 wpm Part I**	2.50 Cr.
Year 3, Quarter 1		
CR108	**Law II: Legal Research and California Codes**	5.00 Cr.
CR213	**Skill Building 160 wpm**	5.00 Cr.
CR214A	**Skill Building 170 wpm Part I**	5.00 Cr.
Year 3, Quarter 2		
CR104	**Critical Reading of Local and National Current Events**	5.00 Cr.
CR214B	**Skill Building 170 wpm Part II**	5.00 Cr.
CR220B	**Live Multi-Voice 150-160-170 wpm Part II**	2.50 Cr.
Year 3, Quarter 3		
CR215	**Skill Building 180 wpm**	5.00 Cr.
PR103A	**Ethics and Procedures of Deposition Reporting**	2.50 Cr.
PR103B	**Ethics and Procedures of Court Reporting**	2.50 Cr.
CR221A	**Live Multi-Voice 180-190-200 wpm Part I**	2.50 Cr.
Year 3, Quarter 4		
CR221B	**Live Multi-Voice 180-190-200 wpm Part II**	2.50 Cr.
CR216	**Skill Building 190 wpm**	5.00 Cr.
CR217	**Skill Building 200 wpm (Qualifier after passing 200 wpm)**	5.00 Cr.
PR108	**CSR/RPR Examination Preparation**	3.00 Cr.
TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (DAY PROGRAM)		**177.0 Cr.**

CCR and CCRPS Night Programs

Course	Title	Academic Credits
Year 1, Quarter 1		
CR201A1 or CR201A1(V)	*Shorthand Theory Part I*	1.50 Cr.
CR201A2 or CR201A2(V)	*Shorthand Theory Part II*	1.50 Cr.
CR202A1 or CR202A1(V)	*Court Reporting Theory Part I*	1.50 Cr.
CR202A2 or CR202A2(V)	*Court Reporting Theory Part II*	1.50 Cr.
CR202B1 or CR202B1(V)	*Computer Tutorial Part I*	1.50 Cr.
CR202B2 or CR202B2(V)	*Computer Tutorial Part II*	1.50 Cr.
Year 1, Quarter 2		
CR201A3	*Shorthand Theory Part III*	2.00 Cr.
CR202A3	*Court Reporting Theory Part III*	2.00 Cr.
CR202B3	*Computer Tutorial Part III*	2.00 Cr.
PR115A	*Document Preparation: Formatting*	2.00 Cr.
PR115B	*Document Preparation: Speaker Identification*	1.50 Cr.
PR106STA or PR106STA(V)	*Steno Legal Part I/Legal Voice Writing Part I*	2.50 Cr
Year 1, Quarter 3		
PR118A	*Skill Building 40 wpm*	2.50 Cr
PR118B	*Skill Building 50 wpm*	2.50 Cr
PR106STB or PR106STB(V)	*Steno Legal Part II/Legal Voice Writing Part II*	2.50 Cr
PR104	*Introduction to Computers and Management Information Systems*	2.50 Cr
Year 1, Quarter 4		
CR203	*Skill Building 60 wpm*	5.00 Cr
CR204	*Skill Building 70 wpm*	5.00 Cr.
PR110STA or PR110STA(V)	*Medical Terminology with Steno Emphasis Part I/Medical Voice Writing Part I*	2.50 Cr
Year 2, Quarter 1		
CR101	*Composition and Sentence Structure*	5.00 Cr.
CR205	*Skill Building 80 wpm*	5.00 Cr.
CR206	*Skill Building 90 wpm*	5.00 Cr.
Year 2, Quarter 2		
CR102A	*Grammar and Usage: Noun Emphasis*	5.00 Cr.
CR207	*Skill Building 100 wpm*	5.00 Cr.
Year 2, Quarter 3		
CR103	*Analysis of the Rhetoric of Oral Communications*	5.00 Cr.
PR110STB or PR110STB(V)	*Medical Terminology with Steno Emphasis Part II/Medical Voice Writing Part II*	2.50 Cr
CR208	*Skill Building 110 wpm*	5.00 Cr
PR106	*Introduction to CAT Concepts (Dictionary Build)*	2.50 Cr.
Year 2, Quarter 4		
PR105	*Court Reporting CAT and Realtime Software*	2.50 Cr
CR209	*Skill Building 120 wpm*	5.00 Cr.
PR107/PR107TR	*Apprenticeship – Training for CCR (PR107) or CCRPS (PR107TR)*	3.00 Cr
TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING PRODUCTION SPECIALIST (NIGHT PROGRAM)		**94.0 Cr.**

Course	Title	Academic Credits
Year 3, Quarter 1		
CR109	Integrated Medical Science	**5.00 Cr.**
CR210	Skill Building 130 wpm	**5.00 Cr.**
Year 3, Quarter 2		
CR211	Skill Building 140 wpm	**5.00 Cr.**
CR106	Legal Terminology	**5.00 Cr.**
Year 3, Quarter 3		
CR212	Skill Building 150 wpm	**5.00 Cr.**
CR104	Critical Reading of Local and National Current Events	**5.00 Cr.**
Year 3, Quarter 4		
CR108	Legal Research and California Codes	**5.00 Cr.**
CR213	Skill Building 160 wpm	**5.00 Cr.**
Year 4, Quarter 1		
CR214A	Skill Building 170 wpm Part I	**5.00 Cr.**
CR220A	Live Multi-Voice 150-160-170 wpm Part I	**2.50 Cr**
CR221A	Live Multi-Voice 180-190-200 wpm Part I	**2.50 Cr.**
Year 4, Quarter 2		
CR214B	Skill Building 170 wpm Part II	**5.00 Cr.**
CR220B	Live Multi-Voice 150-160-170 wpm Part II	**5.00 Cr.**
CR221B	Live Multi-Voice 180-190-200 Part II	**5.00 Cr.**
Year 4, Quarter 3		
CR215	Skill Building 180 wpm	**5.00 Cr.**
PR103A	Ethics and Procedures of Court Reporting	**2.50 Cr.**
PR103B	Ethics and Procedures of Deposition Reporting	**2.50 Cr.**
Year 4, Quarter 4		
CR216	Skill Building 190 wpm	**5.00 Cr.**
CR217	Skill Building 200 wpm (Qualifier after passing 200 wpm)	**5.00 Cr.**
PR108	CSR/RPR Examination Preparation	**3.00 Cr.**
TOTAL CREDITS FOR CERTIFICATE IN COURT REPORTING (NIGHT PROGRAM)		**177.00 Cr**

Graduation Requirements for Certificate in Court Reporting (CCR)

To receive the credential, South Coast College **Certificate in Court Reporting**, students must do the following:
1.   Complete 177 credit hours required for graduation, as described in this catalog.
2.   Pass one 45 net wpm typing test.
3.   Pass machine shorthand skill 200 wpm.
4.   Complete 60 hours of apprenticeship reporting with a licensed reporter. A minimum of 10 hours must be deposition hours, 10 hours must be court proceedings hours, and 10 hours must be observation hours. Of the 60 hours, 50 hours must be actual writing time.
5.   Transcribe a minimum of 20 pages from notes taken at court and 20 pages from notes taken at a deposition.
6.   Pass "Qualifier" exam.
7.   Return all College materials.
8.   Complete a financial aid exit interview.
9.   Be free of indebtedness to the College.
10.   Maintain a minimum CGPA of 2.0.
11.   Cease enrollment at South Coast College.

The **credential** the students receive upon completion of all program requirements is the following:

> **Certificate in Court Reporting**
> **Total: 4272 Credit Hours, 177 Quarter Credits**

Graduation Requirements for Certificate in Court Reporting Production Specialist, Emphasis Transcript/Document Production (CCRPS)

To receive the South Coast College Certificate in Court Reporting, Emphasis Transcript/Document Production, students must do the following:
1.   Complete 94 credit hours required for graduation, as described in this catalog.
2.   Pass machine shorthand skill 120 wpm.
3.   Complete 70 hours of apprenticeship reporting under the direction of a scopist or in a deposition agency setting.
4.   Return all College materials.
5.   Complete a financial aid exit interview.
6.   Be free of indebtedness to the College.
7.   Maintain a minimum CGPA of 2.0.
8.   Cease enrollment at South Coast College.

The **credential** the students receive upon completion of all program requirements is the following:

> **Certificate in Court Reporting Production Specialist, Emphasis in Transcript/Document Production**
> **Total: 2,152 Credit Hours, 94 Quarter Credits**

Course Descriptions

CCR/CCRPS Programs

Shorthand Theory Courses

CR201A	Machine Shorthand Theory Part I	(CCR, CCRPS)
CR201B	Machine Shorthand Theory Part II	(CCR, CCRPS)

Part I: 2.5 Credits
Part II: 2.5 Credits

Machine Shorthand Theory is an introductory study of machine shorthand that includes learning the steno keyboard and a phonetic-based system for representing words, phrases, punctuation, and other symbols. It is the basis for the machine shorthand skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

CR202AA	Court Reporting Theory Part I	(CCR, CCRPS)
CR202AB	Court Reporting Theory Part II	(CCR, CCRPS)

Part I: 2.5 Credits
Part II: 2.5 Credits

Court Reporting Theory is a reinforcement class in machine shorthand that provides practice in writing challenging material. The course includes an introduction to two-voice testimony. Students receive hands-on realtime practice. Concurrent Enrollment in Machine Shorthand Theory is required. **Note**: Students attend mandatory laboratory to practice transcription from steno notes and laboratory media.

CR202BA	Computer Tutorial Part I	(CCR, CCRPS)
CR202BB	Computer Tutorial Part II	(CCR, CCRPS)

Part I: 2.5 Credits
Part II: 2.5 Credits

Computer Tutorial is a machine shorthand class that uses a computer to measure a student's speed and accuracy in writing shorthand and transcribing steno notes. Students write shorthand using the steno keyboard from English material viewed on the screen and transcribe using the QWERTY keyboard on the computer from steno notes provided in each lesson. Emphasis is placed on developing typing and shorthand accuracy.

Or

Voice Writing Theory Courses

CR201A	(V)	Voice Writing Theory Part I	(CCR (V))
CR201B	(V)	Voice Writing Theory Part II	(CCR (V))

Part I: 2.5 Credits

Part II: 2.5 Credits

Voice Writing Theory is an introductory study of voice writing that includes learning to use a mask to dictate into software that translates voice and learning to use a phonetic-based system for representing punctuation, utterances, alphabet, numbers, homophones, functions, and briefs. It is the basis for the skill required for the Certified Shorthand Reporter examination for court and other verbatim reporter positions.

CR202AA (V) Court Reporting Voice Theory Part I   **(CCR (V))**
CR202AB (V) Court Reporting Theory Part II   **(CCR (V))**
Part I: 2.5 Credits
Part II: 2.5 Credits

Court Reporting Voice Theory is a reinforcement class in voice writing that provides practice in speaking using voice codes learned in Voice Writing Theory. The course includes an introduction to two-voice testimony. Students receive hands-on voice practice. Concurrent Enrollment in Voice Writing Theory is required. **Note**: Students attend mandatory laboratory to practice voice writing from laboratory media.

CR202BA (V) Computer Tutorial Part I   **(CCR (V))**
CR202BB (V) Computer Tutorial Part II   **(CCR (V))**
Part I: 2.5 Credits
Part II: 2.5 Credits

Computer Tutorial is class that provides a way for students to advance in using their voice writing skills by practicing various types of subject matter sample dictation. Students practice voice writing and producing a transcript using the QWERTY keyboard on the computer from dictation provided in each lesson. Emphasis is placed on developing voice writing and production accuracy.

Skill Building Courses

Skill Building Courses
(CR203-CR221B)
The skill building program at South Coast College is a well-designed program that consists of coordinated materials for homework, in-class dictation/practice, laboratory practice, and testing.

Day students are required to sign up for a block of a minimum of 16-20 hours a week in machine-related courses, depending upon the student's current speed. This time is divided up among various activities: testing at current speed (goal), practicing accuracy for realtime purposes (trail), evaluating ability to write a higher speed (push), reinforcing theory for skill development, taking dictation on medical or legal dictation, practicing two- to four-voice live dictation. One hour a week is dedicated to the application of the academic subject that corresponds to the academic course in which the student is enrolled.

At 150 wpm, students are required to take a multi-voice course to meet the requirements of a minimum of 16 hours a week on the machine. At 180 wpm, students are required to take an additional multi-voice course, which increases the required time on the machine to a minimum of 20 hours a week.

Students up to 170 wpm are required to attend theory reinforcement/realtime writing laboratory at 12 p.m., depending upon their goal speed.

At each skill level, students are required to do one hour of daily homework practice material from hard copy and to type a minimum of two tests per week from dictation material dictated in the goal class for which the student receives attendance credit. Students are encouraged to transcribe every test. Test requirements are five-minutes in duration at 97.5 percent accuracy. (Tests at speeds of 170 wpm, 180 wpm, 190 wpm, 200 wpm are longer tests).

Note: Tests are not repeated within a six-month period.

PR118A	**Skill building 40 wpm**	**(CCR, CCRPS)**
PR118B	**Skill building 50 wpm**	**(CCR, CCRPS)**

40 wpm: 2.5 Credits
50 wpm: 2.5 Credits

Prerequisite: CR201 and CR202; completion of PR118A is required for PR118B.
Skill Building 40/50 wpm consists of dictation and transcription of two-voice court proceedings and literary material. It introduces students to the skill building process. The course provides a reinforcement in most frequently used words, phrase review, word families, punctuation, number drills, legal terms, and speaker identification. Transcription from new material is emphasized. This course is a sequential course in the court reporting program. The skill goal is 50 wpm. Open enrollment is possible upon completion of CR202. Open exit is possible upon completion of skill requirements.

CR203 Skill building 60 wpm   **(CCR, CCRPS)**
5 Credits/180 Credit hours
Prerequisite: CR201 and CR202

Skill Building 60 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material at 40, 50, and 60 wpm. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 60 wpm. Open exit is possible upon completion of skill requirements.

CR204 Skill building 70 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours
Prerequisite: CR203

Skill Building 70 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 70 wpm. Open enrollment is possible upon completion of 50 wpm. Open exit is possible upon completion of skill requirements.

CR205 Skill building 80 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours
Prerequisite: CR204

Skill Building 80 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 80 wpm. Open enrollment is possible upon completion of 60 wpm. Open exit is possible upon completion of skill requirements.

CR206 Skill building 90 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours
Prerequisite: CR205

Skill Building 90 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 90 wpm. Open enrollment is possible upon completion of 70 wpm. Open exit is possible upon completion of skill requirements.

CR207 Skill building 100 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours
Prerequisite: CR206

Skill Building 100 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation

and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 100 wpm. Open enrollment is possible upon completion of 80 wpm. Open exit is possible upon completion of skill requirements.

CR208 Skill building 110 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours
Prerequisite: CR207

Skill Building 110 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 110 wpm. Open enrollment is possible upon completion of 90 wpm. Open exit is possible upon completion of skill requirements.

CR209 Skill building 120 wpm   (CCR, CCRPS)

5 Credits/180 Credit hours/5 hours of out-of-class observation
Prerequisite: CR208

Skill Building 120 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 120 wpm. Open enrollment is possible upon completion of 100 wpm. Open exit is possible upon completion of skill requirements.

CR210 Skill building 130 wpm   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR209

Skill Building 130 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 130 wpm. Open enrollment is possible upon completion of 110 wpm. Open exit is possible upon completion of skill requirements.

CR211 Skill building 140 wpm   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR210

Skill Building 140 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 140 wpm. Open enrollment is possible upon completion of 120 wpm. Open exit is possible upon completion of skill requirements.

CR212 Skill building 150 wpm   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR211
Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.
Skill Building 150 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 150 wpm. Open enrollment is possible upon completion of 130 wpm. Open exit is possible upon completion of skill requirements.

CR213 Skill building 160 wpm   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR212
Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.
Skill Building 160 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 160 wpm. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

CR214A Skill building 170 wpm Part I   (CCR)

5 Credits/180 Credit hours/5 hours of out-of-class observation
Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 5 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

CR214B Skill building 170 wpm Part II   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR213; Concurrent enrollment in CR220 Live Multi-Voice Testimony 150-160-170 wpm is required.

Skill Building 170 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 170 wpm for 7 minutes. Open enrollment is possible upon completion of 150 wpm. Open exit is possible upon completion of skill requirements.

CR215 Skill building 180 wpm   (CCR)

5 Credits/180 Credit hours
Prerequisite: CR214; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 180 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 180 wpm for 8 minutes. Open enrollment is possible upon completion of 160 wpm. Open exit is possible upon completion of skill requirements.

CR216 Skill building 190 wpm (CCR)

5 Credits/180 Credit hours

Prerequisite: CR215; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 190 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. This course is a sequential course in the court reporting program. The skill goal is 190 wpm for 9 minutes. Open enrollment is possible upon completion of 170 wpm. Open exit is possible upon completion of skill requirements.

CR217 Skill building 200 wpm (CCR)

5 Credits/180 Credit hours

Prerequisite: CR216; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building 200 wpm consists of dictation, read-back, and transcription of two- to four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and a reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is 200 wpm for 10 minutes. To meet NCRA requirements, the student must transcribe dictated materials that consist of a minimum of 10 pages of transcript in two hours or less. Open enrollment is possible upon completion of 180 wpm. Open exit is possible upon completion of skill requirements.

CR220A Live Multi-Voice Testimony 150-160-170 wpm Part I (CCR)
CR220B Live Multi-Voice Testimony 150-160-170 wpm Part II (CCR)

Part I: 2.5 Credits
Part II: 2.5 Credits

Prerequisite: Concurrent enrollment in other skill building courses is required.

Live Multi-Voice Testimony 150-160-170 wpm consists of dictation and transcription of live multiple-voice court or deposition proceedings. The skill goal ranges from 150-170 wpm with emphasis on building sustained dictation for 10 minutes. Open enrollment is possible upon completion of 140 wpm. Open exit is possible upon completion of skill requirements.

| CR221A | Live Multi-Voice Testimony 180-190-200 wpm Part I | (CCR) |
| CR221B | Live Multi-Voice Testimony 180-190-200 wpm Part II | (CCR) |

Part I: 2.5 Credits
Part II: 2.5 Credits

Prerequisite: Concurrent enrollment in other skill building courses is required.
Live Multi-Voice Testimony 180-190-200 wpm consists of dictation of live multiple-voice court/deposition proceedings. Transcription is encouraged. The skill goal ranges from 180-200 wpm with emphasis on building sustained dictation for periods of up to 30 minutes. This class begins to prepare students for the California Certified Shorthand Reporter (CSR) Examination. Open enrollment is possible upon completion of 170 wpm. (However, to fulfill NCRA requirements, students must transcribe dictated material at 180, 190, or 200 wpm consisting of a minimum of 10 pages in three hours or less with 95 percent accuracy.)

| CR525 Advanced Theory | (CR) |

0 Credits (For hours only)

Prerequisite: CR201 and CR202
Advanced Theory is designed to provide practice in writing a select number of multisyllabic words that follow certain theory patterns. Students will practice writing the words alone and in testimony. The course is to be taken in conjunction with the skill building courses. The student may receive hours to meet skill building hour requirements or credits for taking the course

| CR218 | Skill building Proficiencies Part I | (CR) |

5 Credits / 180 Credit Hours

Prerequisite: CR217; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Dictation is required.
Skill Building Proficiencies Part I consists of dictation, read-back, and transcription of two- or four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is the passage of the two parts of the NCRA required proficiency tests (simulated RPR skills tests): three literary tests at 180 wpm and three jury charge tests at 200 wpm. Open enrollment is possible upon completion of 190 wpm. Open exit is possible upon completion of skill requirements.

CR219   **Skill Building Proficiencies Part II**   **(CR)**

5 Credits / 180Hours Only

Prerequisite: CR218; Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building Proficiencies Part II consists of dictation, read-back, and transcription of two- or four-voice court/deposition and literary material. The course provides new vocabulary (from general, legal, medical, and/or current events) and reinforcement in most frequently used words, phrases, word families, punctuation, numbers, and speaker identification. Transcription of test dictation and homework are part of the requirement. The skill goal is the passage of the third and final part of the NCRA required proficiency tests (simulated RPR skills tests): three testimony tests at 225 wpm. Open enrollment is possible upon completion of 190 wpm. Open exit is possible upon completion of skill requirements.

CR224   **Proficiency Skill building 240 wpm**   **(CR)**

0 Credits /Hours Only

Prerequisite: CR219

Skill Building 240 wpm consists of dictation and transcription of multiple-voice court proceedings, jury charge, congressional and other literary material, colloquy, expert testimony, depositions, and legal opinions. The skill goal is 240 wpm. Open enrollment is possible upon completion of CR219. Open exit is possible upon completion of skill requirements.

CR202RE   **Theory Reinforcement**   **(CR)**

0 Credits/Hours Only

Prerequisite: CR201 and CR202

Theory Reinforcement is designed to provide hands-on reinforcement of a concentrated number of theory outlines for the purpose of automating those outlines. The focus is on selected theory concepts with an emphasis on the weekly vocabulary presented in the homework packets. The course is to be taken in conjunction with the skill building courses until the student reaches 170 wpm. The student may receive hours to meet skill building hour requirements or credits for taking the course.

Academic Courses

CR101 English I: Sentence Structure (CCR, CCRPS)

5 Credits

Prerequisite: None

English I is a thorough, fundamental study of English sentence structure. Parts of speech; sentence parts including phrases, clauses, appositives; and simple, compound, and complex sentence structures are emphasized; and composition skills are studied and practiced in depth. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). One hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

CR102A   English IIA: Grammar and Usage - Noun Emphasis (CCR, CCRPS)

5 Credits

Prerequisite: CR101 or equivalent

Grammar and Usage - Noun Emphasis is a thorough study of grammar and usage acceptable in business and academic communications, in preparation for CSR and other professional exams, as well as in transcript and transcription editing. This is a systematic study of compound and collective nouns, pluralization, possessives, foreign nouns, pronouns in phrases and subordinate clauses, antecedents, personal and possessive and relative and interrogative and demonstrative and reflexive and indefinite pronouns, subject/predicate/pronoun agreement, adjective and adverb forms and usage, articles, and all related usage problems. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in the application in a machine shorthand setting. See *Skill Building Classes* description.

CR103 English III: Analysis of the Rhetoric of Oral Communications (CCR, CCRPS)

5 Credits

Prerequisite: CR101 or equivalent

Analysis of the Rhetoric of Oral Communications represents an analysis of oral communication with an emphasis on punctuating properly for a variety of oral communications. Students are required to demonstrate a knowledge of syntax and structure on various types of oral presentations, and one hour a week is spent in a machine shorthand setting. See *Skill Building Classes* description.

CR104 Critical Reading of Local and National Current Events (CCR)

5 Credits

Prerequisite: None

Critical Reading of Local and National Current Events is a course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter

specialist's vocabulary in the language of current events. Current events will be studied and discussed through articles written in a weekly news magazine. The language of the articles will be analyzed in terms of a core list of high-frequency words on standardized examinations; synonym definitions; Latin, Greek, and French root words; common homonym and homograph use; usage and subject matter application in all areas of news context. Research techniques are introduced. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR105 may be used in place of CR104.

CR105 Critical Reading of International Current Events   (CCR)
5 Credits

Prerequisite: None
Critical Reading of International Current Events is a further course designed to meet the current event requirements of the National Court Reporters Association while emphasizing the reporter's vocabulary in the language of international current events. Aspects of vocabulary are also presented one hour a week in a machine shorthand setting. See *Skill Building Classes* description. **Note:** CR104 may be used in place of CR105.

CR106 Law I: Legal Terminology   (CCR)
5 Credits

Prerequisite: None
Legal Terminology is a comprehensive study of legal terminology and definitions and of Latin phrases as they are encountered in court and deposition proceedings. The course includes an overview of the court systems of the State of California and the United States; the legislative process and administrative agencies; substantive criminal law, including definitions of crimes; substantive civil law, including intentional torts and negligence; substantive law of contractual relationships; substantive law of real and personal property; bailments; and secured land transactions. One hour a week is spent in demonstrating the knowledge of the definition and spelling of legal terms in a machine shorthand setting. See *Skill Building Classes* description.

CR108 Law II: Legal Research and California Codes   (CCR)
5 Credits

Prerequisite: CR106
Legal Research and California Codes is a substantive law course covering civil procedure, evidence, domestic relations, legal research, and California Shorthand Reporter Law. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

CR109 Integrated Medical Science   (CCR)
5 Credits

Prerequisite: None
Integrated Medical Science is a comprehensive course of study of medical terminology, anatomy/physiology, surgical procedures, pathology, and pharmacology. Students will learn to build and dissect medical terms from Greek/Latin word roots, prefixes, and suffixes. A detailed study of appropriate areas of human anatomy that includes organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, respiratory, digestive, urinary, and reproductive systems. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting. See *Skill Building Classes* description.

Professional Development Courses

PR106STA   Legal Steno Part I   (CCR, CCRPS)
PR106STB   Legal Steno Part II   (CCR, CCRPS)
5 Credits

Prerequisite: 60 wpm or permission of instructor
Legal Steno is a legal course that, in addition to providing legal terminology, provides instruction in writing legal terminology in machine shorthand. This course may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

Or

PR106STA (V) Legal Voice Writing Part I   (CCR, CCRPS)
PR106STB (V) Legal Voice Writing Part II   (CCR, CCRPS)
5 Credits

Prerequisite: 60 wpm or permission of instructor
Legal Voice Writing is a legal course that, in addition to providing legal terminology, provides instruction in dictating legal terminology. This course may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

PR110STA/B Medical Terminology with Steno Emphasis   (CCR, CCRPS)
5 Credits
Prerequisite: 80 wpm or permission of instructor

The Medical Terminology with Steno Emphasis course provides material that concentrates on the fundamentals of medical terminology shorthand machine writing corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to write a selected group of medical terminology steno outlines using a medical theory designed especially for this

purpose. Medical terminology steno development includes steno outlines for word roots, prefixes and suffixes with a strong emphasis on correct steno outlines, repetition, definitions, and correct spelling. One hour a week is spent in applying the knowledge of the material in a machine shorthand setting.

Or

PR110STA/B (V)   Medical Voice Writing   (CCR, CCRPS)
5 Credits
Prerequisite: 80 wpm or permission of instructor

The Medical Terminology course provides material that concentrates on the fundamentals of medical terminology corresponding to the body systems and subject matter of Integrated Medical Science. Students learn to dictate a selected group of medical terminology using a voice writing theory designed especially for this purpose. Medical terminology word roots, prefixes, and suffixes with a strong emphasis on correct spelling.

PR103A   Ethics and Procedures of Court Reporting   (CCR)
2.5 Credits

Prerequisite: 180 wpm or above
The course, Ethics and Procedures of Court Reporting, encompasses the practices of court reporting in light of actual/mock courtroom trial enactments.

PR103B   Ethics and Procedures of Deposition Reporting   (CCR)
2.5 Credits

Prerequisite: 180 wpm or above
The course, Ethics and Procedures of Deposition Reporting, encompasses the ethical practices of deposition reporting examined in light of actual deposition procedures. Mock depositions will be enacted. A mock Certified Realtime Reporter (CRR) test will be administered.

PR104 Introduction to Computers and Management Information Systems   (CCR, CCRPS)
2.5 Credits

Prerequisite: None
Introduction to Computers and Management Information Systems provides an introduction to computers and computer-aided transcription (CAT). This course includes a study of hardware, Windows file management, and an overview of the computer-aided transcription cycle. It is designed to help students gain basic computer literacy and be able to make informed decisions about software and equipment.

PR105 Court Reporting CAT and Realtime Software   (CCR, CCRPS)
2.5 Credits

Prerequisite: 120 wpm skill speed or above and completed dictionary or consent of the instructor

Court Reporting CAT and Realtime Software is a course that provides hands-on experience with the following parts of the computer-aided transcription (CAT) cycle: building a dictionary, reading in notes, using Note Scope, translating notes, editing notes, using the editor as a word processor, spell checking a document, and printing a document. It also provides introduction to Microsoft Windows commands used in reporting.

PR106 Introduction to CAT Concepts (Dictionary Build)   (CCR, CCRPS)
2.5 Credits

Prerequisite: 120 wpm skill speed or consent of the instructor
Introduction to CAT Concepts is a class that enables students to develop a familiarity with the CAT system and build a starter dictionary suitable for a working reporter.

PR108 CSR/RPR Exam Preparation   (CCR)
3 Credits

Prerequisite: CSR Qualification at South Coast College
The CSR/RPR Exam Preparation course is a thorough course in test-taking techniques and extensive review of grammar, spelling, vocabulary, medical and legal terminology, and CSR law in preparation for both the California CSR exam and National Court Reporters Association RPR exam. The classes are based on the content of the South Coast College degree program.

| PR115A | Document Preparation: Formatting | (CCR, CCRPS) |
| PR115B | Document Preparation: Speaker Identification | (CCR, CCRPS) |

Part A: Formatting   2.0 Credits
Part B: Speaker Identification 1.5 Credits
                     Total   3.5 Credits

Duration: 6 weeks (A and B)
Prerequisite: CR201, CR202, or equivalent
These courses provide a basic foundation in multiple-speaker identification and in preparation of transcripts for test-taking at South Coast College, according to the Minimum Transcript Requirements mandated in the Code of Regulations. The course includes multi-voice practice using software; introduction to the lightboard and speaker identification; transcription techniques, including spelling, basic punctuation, hyphenation, and proofreading. The production of professional-quality work is emphasized. Skill building techniques are also presented. Students must have a typing skill of 30 wpm to complete this class.

Apprenticeship Courses

PR107 Apprenticeship - Training for Court/Deposition Reporting   (CCR)

3 Credits / 144 hours

Prerequisite: Shorthand skill of 180 wpm

The student is required to have **60 hours** of apprenticeship at a location. Of the 60 hours, a minimum of 50 hours must be actual writing time; 10 hours must be observation hours. The actual writing time must be under the direct supervision of a licensed CSR, who will sign the student's apprenticeship hour form. The student must write a minimum of 10 hours in a courtroom setting and 10 hours in a deposition setting. The remaining 40 hours may be from either discipline.

The Court Reporters Board (CRB) states a student should begin apprenticeship hours at 180 wpm or above. The Board suggests 5 hours of observation between the skills of 80 wpm and 120 wpm and a second 5 hours of observation between the skills of 120 wpm and 180 wpm.

In addition to the actual 60 hours at a location, a minimum of **10 hours** must be spent in production of the documents. The Court Reporters Board (CRB) requires that students produce a 20-page courtroom transcript and a 20-page deposition transcript from these apprenticeship hours to be eligible to take the California CSR examination. The class also consists of 9 weeks of laboratory under the supervision of the Director of Court Reporting in which the students will revise and produce their transcripts.

To meet the NCRA requirements, the student is required to produce a 40-page, salable quality transcript (for classroom use only) that will be evaluated by an instructor. These 40 pages must be in addition to the Court Reporters Board (CRB) requirement.

Note: The student is not permitted to serve in the capacity of an actual reporter during apprenticeship.

PR107TR   Apprenticeship - Training for Court Reporting Production Specialist,
**   (CCRPS)**
**   Emphasis Transcript/Document Production**

2 Credits

Prerequisite: Shorthand skill of 120 wpm

The student is required to have 70 total hours of sitting out during the apprenticeship. The student will perform various stages of document preparation and production while under supervision. The apprenticeship may be under the direct supervision of a scopist or in a deposition agency.

Paralegal Program

Paralegal Program (AA Degree)

Program Objective

The overall objective of the Paralegal Program is to prepare students to be entry-level paralegals who can work in any paralegal setting and complete any paralegal assignment in a competent and professional manner.

Some possible job titles for which students will be prepared are the following: Litigation Paralegal, Business or Corporate Paralegal, Family Law Paralegal, Intellectual Property Paralegal, Immigration Paralegal, Real Estate Paralegal, Bankruptcy Paralegal, Collections Paralegal, Environmental Law Nonlawyer Staff, Labor and Employment Paralegal, Probate and Estates Paralegal, Criminal Law Paralegal.

Other related titles are the following: Legal Investigator, Legal Nurse Consultant, Legal Technology Specialist / IT Staff, Document Examiner, Work-Life Balance Administrator, Patent Agent, Trial Graphics and Animation Support Specialist, Forensics Specialist, Title Examiner, Agent, and Abstractor, Litigation or Trial Consultant, Freelance, Contract, or Independent Paralegal, Legal Recruiter, Process Server, Legal Researcher/Writer. These titles are only a portion of the titles to which a paralegal may apply.

Program Description

The Paralegal Program is designed to provide students with a basic understanding of the core areas of law and the court systems. Students shall be able to draft basic routine pleadings and other legal documents, interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students will also develop writing skills and shall gain an understanding of computer applications related to the legal environment.

The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while at the same time, increasing the student's competence in the field of legal assisting.

Associate of Arts Degree – Paralegal Program

The Associate of Arts Degree Paralegal Program consists of a total of 1344 credit hours, 96 quarter credit hours of study.

Expected Outcomes for Degree in Paralegal

Paralegals

Paralegals who complete the degree program (Paralegal Studies) are able to work in entry-level paralegal positions in attorneys' offices and other legal-related offices. Students shall be competent to draft basic, routine pleadings (and other legal documents), interview clients, conduct independent research of nonlegal matters, conduct legal research of simple legal questions, and draft legal memoranda. Students shall be able to write accurately and precisely, with good grammar, and shall gain an understanding of computer applications related to the legal environment. The general education requirements are designed to increase the student's breadth of knowledge and understanding and to encourage the appreciation of life-long learning, while, at the same time, increasing the student's competence in the field of legal assisting.

List of Courses

Paralegal Program

The total number of quarter credit hours for the AA Degree in Paralegal Program is 96 quarter credit hours.

Day Program

Number	Title	Credits	Credit hours
	Year 1, Quarter 1		
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
	Year 1, Quarter 2		
LA210	Torts	3.5 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
	Year 1, Quarter 3		
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA270	Real Property	2.0 Cr.	24 Hrs.
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
	Year 1, Quarter 4		
LA290	Evidence or **LA 291 Business Organizations**	4.0 Cr.	48 Hrs.
LA300	Bankruptcy*	3.5 Cr.*	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
LA370	Immigration Law*	3.5 Cr.*	48 Hrs.
	Year 2, Quarter 1		
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
HU101	Survey of Literature**	4.0 Cr.*	48 Hrs.
SS102	Computers in Society***	3.5 Cr.	48 Hrs.
	Year 2, Quarter 2		
HU103	Oral Communication	4.0 Cr	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
	TOTAL	**96.0 Cr**	**1344 Hrs.**

Note:	Students must take 2 out of 6 electives that have one asterisk (*)	Students must take 1 of the 3 electives that have two asterisks (**)	Students must take 1 of the 2 electives that have three asterisks (***)
	*LA170 Immigration Law *LA180 Intellectual Property *LA291 Business Organizations *LA300 Bankruptcy *LA310 Workers' Compensation *LA390 Interviewing and Investigating	**HU101 Survey of Literature _or_ **HU102 Introduction to Philosophy _or_ **HU104 Introduction to Psychology	***SS102 Computers in Society _or_ ***SS104 Introduction to American Government

Night Program

Number	Title	Credits	Contact Hrs.
	Year 1, Quarter 1		
LA100	Professional Development	2.0 Cr.	24 Hrs.
LA110	Introduction to Paralegal Studies	4.0 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2.0 Cr.	24 Hrs.
LA200	Contract Law	4.0 Cr.	48 Hrs.
LA210	Torts	3.5 Cr.	48 Hrs.
	Year 1, Quarter 2		
EN100*	English Composition	4.0 Cr.	48 Hrs.
LA220	Family Law	4.0 Cr.	48 Hrs.
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.
	Year 1, Quarter 3		
LA230	Legal Analysis and Writing	4.0 Cr.	48 Hrs.
LA240	Legal Research	4.0 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4.0 Cr.	48 Hrs.
	Year 1, Quarter 4		
LA260	Law Office Procedures	2.0 Cr.	24 Hrs.
LA300	Bankruptcy*	*3.5 Cr.	48 Hrs.
LA370	Immigration Law*	*3.5 Cr.	48 Hrs.
HU103	Oral Communications	4.0 Cr.	48 Hrs.
	Year 2, Quarter 1		
LA270	Real Property	2.0 Cr.	24 Hrs.
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
NS101	College Algebra	4.0 Cr.	48 Hrs.
	Year 2, Quarter 2		
LA280	Estates, Wills, and Trusts	4.0 Cr.	48 Hrs.
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
NS102*	Anatomy and Physiology	4.0 Cr.	48 Hrs.
	Year 2, Quarter 3		
LA290	Evidence or LA291 Business Organizations	4.0 Cr.	48 Hrs.
LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
SS102	Computers in Society (or SS104)***	3.5 Cr.	48 Hrs.
	Year 2, Quarter 4		
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA400	Externship	4.0 Cr.	144 Hrs.
HU101	Survey of Literature**	4.0 Cr.	48 Hrs.
	TOTAL	**96.0 Cr**	**1344 Hrs**

One asterisk (*):
*LA170   Immigration Law
*LA180   Intellectual Property
*LA291   Business Organizations
*LA300   Bankruptcy
*LA310   Workers' Compensation
*LA390   Interviewing and Investigating

Two asterisks (**):
HU101   Survey of Literature **or
HU102   Introduction to Philosophy **or

**HU104   Introduction to Psychology
Three asterisks (***):
***SS102   Computers in Society *or*
***SS104   Introduction to American Government

Explanation of Course Numbering System

LA100s   Core Courses Upon Entering
LA200s   Legal Specialty Courses taken after the LA100s
LA300s   Courses that require LA100s and/or some LA200s as prerequisites
LA400   Externship

General Education

27.5 Required General Education Credits

SKILLS OF WRITING AND SPEAKING		
EN100	English Composition	4.0 Credits
SOCIAL SCIENCE		
SS101	Critical Reading of Current Events	4.0 Credits
SS102	Computers in Society *or*	3.5 Credits
SS104	Introduction to American Government	
NATURAL SCIENCE/MATHEMATICS		
NS101	College Algebra	4.0 Credits
NS102	Anatomy and Physiology	4.0 Credits
HUMANITIES		
HU101	Survey of Literature *or*	4.0 Credits
HU102	Introduction to Philosophy *or*	
HU104	Introduction to Psychology	
HU103	Oral Communications	4.0 Credits
	TOTAL CREDITS	**27.5 Credits**

Graduation Requirements for AA Degree in Paralegal
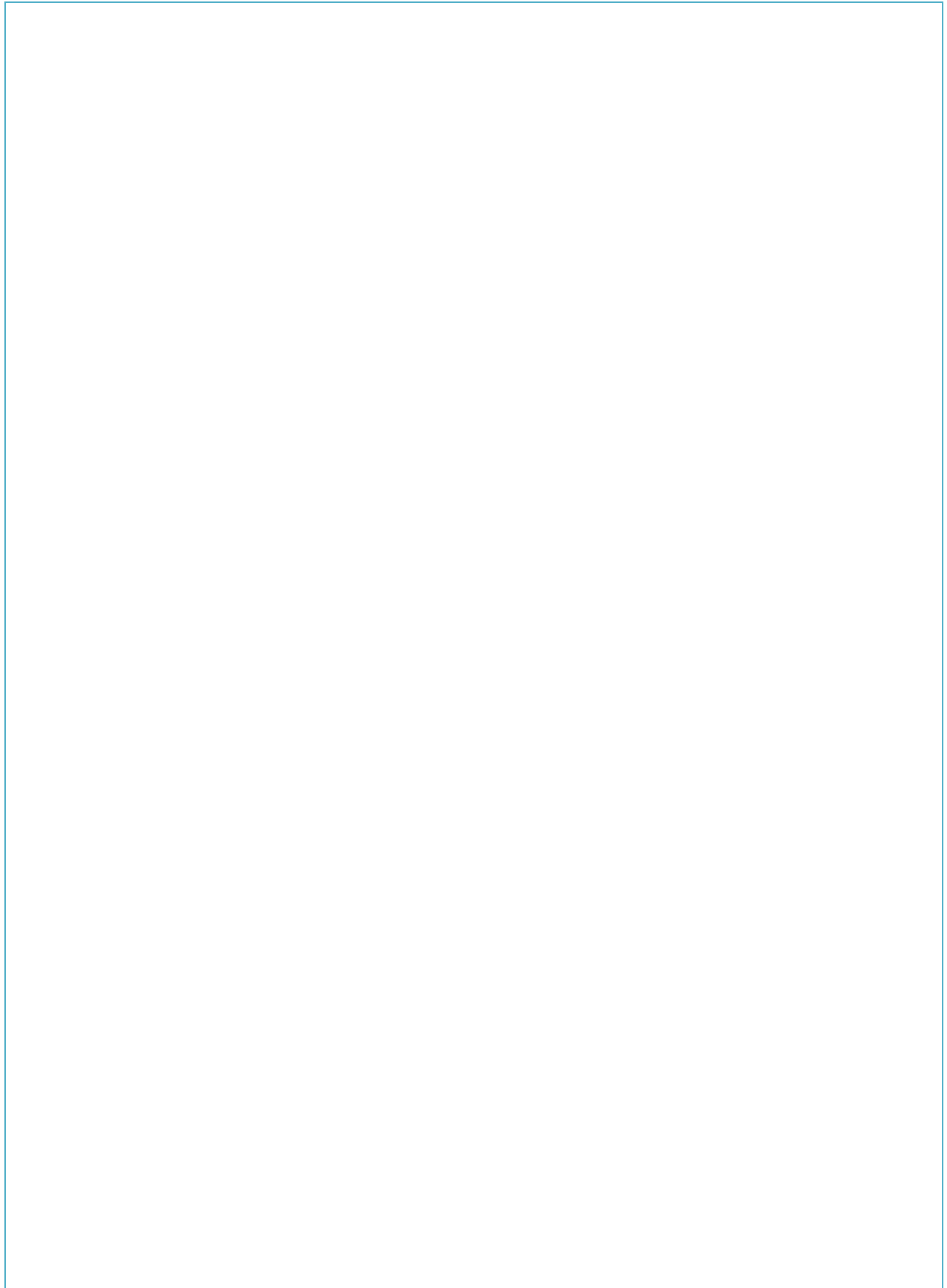
To receive the South Coast College AA Degree in Paralegal, students must do the following:
1. Complete 94 credit hours required for graduation, as described in this catalog.
2. Complete 144 hours of apprenticeship reporting in a legal environment.
3. Return all College materials.
4. Complete a financial aid exit interview.
5. Be free of indebtedness to the College.
6. Maintain a minimum CGPA of 2.0.
7. Cease enrollment at South Coast College.

The credential the students receive upon completion of all program requirements is the following:

      AA Degree in Paralegal
      Total: 1344 Credit Hours, 96 Quarter Credits

Course Descriptions

Paralegal Program

LA100   Professional Development

2 Credits

Class: 24 lecture

Prerequisite: None

This course is designed to help students discover their emotional, intellectual, physical, and social potential. While gaining practical knowledge and skills, students will discover their natural resources and gain the knowledge that they can improve their lives by changing the way they think about themselves and act accordingly. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA110   Introduction to Paralegal Studies

4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to the paralegal / legal secretary professions and how paralegals / legal secretaries are utilized in the delivery of legal services. This course provides the students with an overview of the major areas of law and includes a discussion of the skills necessary for paralegals / legal secretaries: legal analysis, legal writing, interviewing, and investigation. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA120   Legal Ethics and Professional Responsibility

2 Credits

Class: 24 lecture

Prerequisite: None

This course examines the working relationship of the paralegal / legal assistant / legal secretary and the attorney through a detailed description of rules of ethics for attorneys and how those rules apply to nonlawyers. The course covers the areas of unauthorized practice of law, diligence and competence, conflicts of interest, financial concerns, advertising, misconduct, and confidentiality. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA200   Contract Law

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers concepts of contract law essential to drafting agreements in business and private life. The elements of valid contracts, including formation, defects in formation, and enforcement of contracts, are covered. This course provides an overview of the theory of contracts and the legal consequences of enforcing or remedying breaches of contract. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA210   Torts

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course is an in-depth study of substantive tort law with emphasis on learning the elements of intentional torts, negligence, defamation, nuisances, strict liability, and nuisance and tort defenses. It combines theoretical and practical applications through a study of actual cases and projects.

LA220   Family Law

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course is a detailed study of the legal aspects of the family relationship. Subject matter includes marriage, dissolution, community property, child custody and support. Students learn to brief cases and to prepare the common documents encountered in this area of law.

LA230   Legal Analysis and Writing

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120, LA240

This course covers proper written communication skills that can be utilized in the successful preparation of legal documents. The training includes attention to grammar, sentence structure, and language mechanics as used in legal settings. The emphasis is on training in legal writing style and purpose, components, format, organization, and techniques involved in drafting legal documents. Students gain practical experience in preparing briefs, correspondence, and interoffice memoranda.

LA240   Legal Research

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course offers a comprehensive overview of research skills and techniques for the paralegal. The focus is on the legal research process of both federal and state law, constitutional provisions, digests, services, and treatises. The course emphasizes practical skill development through a series of simple to complex problems. In addition, the course covers online research through the use of commercial databases, Internet research, and CD-ROM resources.

LA250   Criminal Law and Procedure

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explains the purpose of criminal law, the development of the common elements of the more widely recognized offenses and defenses, and changes brought about by major statutes and cases. An analysis of search and seizure laws and warrants will be made along with an examination of criminal procedure.

LA260 Law Office Procedures

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course provides an overview of the structure and functions of a law office. In addition, legal and ethical concepts affecting law office management in day-to-day activities and procedures are emphasized. Office-client relationships, billing systems and procedures, marketing and strategic planning, and document preparation are addressed. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA270 Real Property

2 Credits

Class: 24 lecture

Prerequisite: LA100, LA110, LA120

This course covers the basic property concepts and terminology. The student is introduced to the basics of real property law and then proceeds step-by-step to the essential areas for a modern real estate practice.

LA280 Estates, Wills, and Trusts

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course covers the law pertaining to the study of estates, wills, and trusts, and the preparation of a last will and testament. A study of probate law and procedure will enable the student to effectively assist an attorney in the handling of a probate proceeding. The student will be introduced to guardianships and conservatorships.

LA290 Evidence

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course introduces students to evidence law. While it focuses on the Federal Rules of Evidence, the differences between federal rules of evidence and state rules are discussed. Examples and descriptions of cases are used to demonstrate how evidence rules apply.

LA291 Business Organizations

4 Credits

Class: 48 lecture

Prerequisite: LA100, LA110, LA120

This course introduces students to laws applicable to business institutions and corporations. Topics include fiduciary duties of an agent and various business entities including sole proprietorships, general and limited liability partnerships, (S) corporations, privately and publicly held corporations, and limited liability companies. Students will learn the characteristics of each type of business entity and the forms and procedures necessary for formation and dissolution of a corporation.

LA300 Bankruptcy (one of five electives)

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course covers the concepts of Bankruptcy Law, preparation of standard bankruptcy petitions, schedules, statement of financial affairs, and motions for relief from the automatic stay.

LA310   Workers' Compensation (one of **five** electives)
          3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

The principles of Workers' Compensation are presented to prepare applications for adjudication of claims, answers, liens, declarations of readiness to proceed, stipulated findings and awards, and compromise and release forms. This course presents an analysis of the law and detailed description of the day-to-day duties of a Workers' Compensation paralegal. The student will be exposed to the claim process, hearings, and appeals, in addition to substantive law surrounding this area.

LA320   Legal Software Applications
          2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to provide students with a strong knowledge of calendaring and accounting technology. The course offers an overview of a software program and application. The students will experience the practical aspects of the software by learning to track appointments, set reminders, and use a to-do list on a calendar. Student will also track billable hours and organize a law office's accounts receivable. The student becomes experienced in data entry and is able to calculate and schedule deadlines, as well as learn how to access a client's information.

LA330   Civil Litigation I
          3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200 (may be taken concurrently with LA200)

This course provides the concepts of civil litigation, covering both federal and state systems. This course guides the student through the litigation process by covering the basic phases of a lawsuit, including client interviewing, interoffice memorandums, initial pleadings, calendaring, discovery, motions, pre-trial and post-trial motions and appeals. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA340   Civil Litigation II
          3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120, LA200, LA330

This course continues to develop the procedural skills and substantive knowledge of Civil Litigation I with emphasis on the specific rules and skills relative to preparing documents such as: motions to compel, motions to suppress, motions for summary adjudication, demurrers, and orders to show cause. In addition, the course covers the areas of pretrial practice, trial setting procedures, judgments, post-trial motions, appeals, and writs. Emphasis is placed on rules and strategies of quality construction of moving and responding papers. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA350   Advanced Legal Procedures

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120, LA230, LA240

This course provides students with an in-depth, practical, hands-on experience with advanced legal research, legal analysis, and legal writing. In response to a hypothetical fact pattern, the students will prepare the initial client interview questions and interoffice memorandum of law with proper citations and Sheparidizing.

LA360   Legal Transcription

2.5 Credits

Class: 12 lecture / 36 laboratory

Prerequisite: LA100, LA110, LA120

This course is designed to develop legal document and correspondence machine transcription skills. Accuracy and speed development are emphasized. Students apply procedures and formats for the legal environment. Students will perform a series of transcriptions and demonstrate their word processing skills in the production of legal memoranda, legal correspondence, pleadings, motions, and law office documents. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA370   Immigration Law (one of five electives)

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course explores the history and policies behind immigration law as well as the impact of current events on that body of law. Students will learn the basics of United States immigration law as found in Title 8 of the United States Code. Students will learn preparation of appropriate forms for various categories of nonimmigrant and immigrant aliens seeking entry into the United States or adjustment of status, including the obtaining of citizenship, after arrival and/or residence in the United States.

LA380   Intellectual Property (one of five electives)

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: LA100, LA110, LA120

This course examines various ways to protect intellectual creations through state and federal laws. State policies such as trade secrets, unfair competition, contract law, and related state doctrines will be briefly viewed. The main focus will be on federal copyright, trademark, and patent laws, including their extent and limitations of protection within and without the United States. New and practical aspects of this ever growing field of law will also be explored.

LA390 Interviewing and Investigating (one of five electives)

3.5 Credits

Class:36 lecture / 12 Laboratory

Prerequisite:LA100, LA110, LA120

This course will introduce students to the principles of interviewing and investigating in preparation for criminal and civil cases, including formal discovery and relevant rules of evidence for an investigator. Communications skills will be studied. Emphasis is placed on ethical and professional responsibilities of an interviewer and investigator. Students will examine how to formulate a plan of investigation; how to prepare for and conduct a client interview

and a witness interview; how to identify and locate witnesses; and available public and private sources of information.

LA400   Externship

> 4 Credits

Class: 144 Externship

Prerequisite: LA100, LA110, LA120, LA200, LA210, LA220, LA230, LA240, LA250, LA260, LA270, LA280, LA290, LA300, LA320, LA330, LA340, LA350, LA360, EN100

This course provides the paralegal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations which may be required of legal support personnel in the legal field. Students submit a weekly log of their hours. A paralegal is required to complete 144 hours of outside experience. Externship may be taken concurrently with regular classes during the final 6-week term, provided the student has completed the following courses prior to starting the externship or by approval of the Director: LA100, LA110, LA120, LA330, and LA340.

General Education (Paralegal Studies)

Note: Other courses may be substituted at the College's discretion to fulfill the General Education Requirements.

EN100   English Composition

> 4 Credits

Class: 48 lecture

Prerequisite: None

Part of this course provides a fundamental yet thorough review of English sentence structure and parts of speech, which facilitates the application of these principles to composition. Simple, compound, and complex structures are examined with regard to their use in paragraph construction. Various methods of paragraph development are covered along with the techniques to enhance paragraph effectiveness (arrangement of sentences for paragraph coherence, transitions between sentences, paragraph length). Another part of the course is the application of the skills of effective sentence and paragraph construction to the development of narrative, expository, and descriptive compositions. The student will produce samples of these types of writing, culminating in a research paper that demonstrates the application of the skills learned.   Out-of-class preparation time (homework) consists of reading and workbook assignments.

HU101   Survey of Literature (or HU102)

> 4 Credits

Class: 48 lecture

Prerequisite: None

This course is an introduction to literary structure, sound, and sense obtained through the examination of a number of illustrative literary texts (short stories, poems, plays). In addition to reading and discussing various works, students will be expected to write short-answer responses and in-depth essays.

HU102 Introduction to Philosophy (or HU101)

4 Credits

Class: 48 lecture

Prerequisite: None

This course is a study of philosophy and the traditional concerns of ethics, epistemology, and metaphysics. The course also provides the student with a study of human nature, God, and the fundamental arguments, approaches, and types of issues in philosophy.

HU103 Oral Communication

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to oral communication with an emphasis on fundamental principles of public speaking and practice of public speaking skills. This course focuses on understanding oral communication and the differences in delivery methods between linear, interaction, and transactional models of communication.

Students will learn techniques for managing speaker anxiety and building speaker confidence. This course will examine how to plan, research, and construct an effective speech with attention paid to strategies for adapting the presentation to the audience.

An important segment of the course examines the necessity of using language that fosters inclusion and avoids alienation of the audience.

Nonverbal communication will be examined. Informative speech, persuasive speech, and communication in an interviewing context with be explored. Students will be expected to research topics, prepare, and deliver several speeches throughout the course.

HU104 Introduction to Psychology

4 Credits

Class: 48 lecture

Prerequisite: None

This course is a survey of scientific study of behavior and mental processes, including learning, emotion, motivation, emotional problems, and therapy. A computer with internet access is required.

NS101 College Algebra

4 Credits

Class: 48 lecture

Prerequisite: None

This course provides an introduction to algebra with operations in real numbers, linear equations and inequalities, formulas and applications from geometry, polynomials and exponents, factoring trinomials, solving quadratic equations, solving equations with radical expressions.

NS102 Anatomy and Physiology

4 Credits

Class: 48 lecture

Prerequisite: None

This is a comprehensive course covering the study of anatomy and physiology. Students will build and dissect medical terms from Greek and Latin word roots, prefixes, and suffixes. We will place a strong emphasis on spelling and defining medical terms, including surgical procedures, pathology, and pharmacology. To increase the student's knowledge of the human body, a detailed study of anatomy will be presented to cover the following systems: organization of the body, integumentary, skeletal, muscular, nervous, cardiovascular and blood, lymphatic and immunities, respiratory, digestive, urinary, and reproductive.

SS101   Critical Reading of Current Events

4 Credits

Class: 48 lecture

Prerequisite: None

This course is designed to develop critical reading and understanding of current issues. Controversies will be studied and discussed through articles published in periodicals. This course provides the student with information and skills to assist them in reconstructing logical arguments, communicating in conceptual patterns, and detecting fallacies. Study includes models and strategies of critical thinking and application to specific areas.

SS102   Computers in Society

3.5 Credits

Class: 36 lecture / 12 laboratory

Prerequisite: None

Computers have become a part of our daily lives. This course describes the impact that computers have had on business, medical and legal areas, education, and home. Students will obtain hands-on training with a few of the more popular software applications and obtain an introduction to online services and the Internet. Out-of-class preparation time (homework) consists of reading and workbook assignments.

Electives

SS103   Introduction to Psychology

4 Credits

Class: 48 lecture

Prerequisite: None

Introduction to Psychology provides an introduction to the major areas of study within the field of psychology. Human behavior and its determinants will be examined from various viewpoints. Topics covered include research methods, development, neuroscience, perception, learning, memory, states of consciousness, motivation, emotion, intelligence, personality theories, psychopathology, therapy, and social behavior.

SS104   Introduction to American Government

3.5 Credits

Class: 48 lecture

Prerequisite: None

Introduction to American Government is an introductory survey of American political institutions, politics, policy; and in this course, there is a unique component covering government and politics in California. This course satisfies general education requirements.

Medical Assistant Program

Medical Assistant Program (Certificate)

Program Objective

The objective of the Medical Assistant Program is to prepare students for successful careers working in the medical field as entry-level medical assistants. South Coast College offers a Certificate in Medical Assistant.

Description of the Certificate in Medical Assistant Program

The Medical Assistant Program prepares students for careers working in the medical field as medical assistants. The South Coast College Certificate in Medical Assistant offers the student an introduction to both the administrative skills of a medical front office and clinical skills (back office). After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

The Certificate in Medical Assistant consists of six categories of courses: Introductory, Lecture, Clinical, Administrative, Office Procedural, and Medical Records. After taking these courses, students acquire the Certificate Program in Medical Assistant by completing a 150-hour supervised externship in a medical facility. The entire program is 720 clock hours plus 180 outside-of-class preparation hours, and 36 quarter credits. Upon completing all program requirements, graduates receive a Certificate in Medical Assistant.

The courses in this program offer the student an introduction to both the clinical (back office) and the administrative skills of a medical front office.

Clinical skills that the student will learn include, but are not limited to, giving injections; administering medications; obtaining vital signs such as blood pressure; and recording patient histories.

Students will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques.

After award of the certificate, students will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices.

A graduate of the Medical Assistant program can expect to qualify for entry-level positions and may obtain employment in the following:

- medical/doctors' offices in a number of different medical specialties, assisting the following: podiatrists, registered nurses, chiropractors, family practitioners, neuropaths, physician assistants, osteopaths, optometrists, pediatricians, dermatologists, gynecologists, obstetricians, pulmonologists, and other physicians in the many medical specialties that exist

- hospitals, including: primary care facilities, tertiary care hospitals, teaching hospitals, skilled nursing facilities, urgent care / emergency rooms, research hospitals, veterans' hospitals, community hospitals, and county hospitals
- educational institutes as instructors or instructor assistants, placement coordinators, laboratory assistants
- pharmaceutical companies
- local, state, and federal governmental offices in county health departments, jails, National Guard, federal agencies requiring knowledge of medical terminology, public health departments
- other health organizations (nongovernmental agencies) as the American Red Cross, American Health Association, county health departments

A graduate of the Medical Assistant program can also climb the medical career ladder by seeking continuing education and becoming a licensed vocational nurse, registered nurse, surgical technologist, respiratory therapist, phlebotomist, ultra-sonographer, X-ray technologist, and EMT technician.

South Coast College provides a student-oriented environment that fosters confidence, knowledge, and skills necessary to work in the growing medical field.

Expected Outcomes Certificate in Medical Assistant

The measurable student learning outcomes that demonstrate the achievement of goals including the following:

Medical Assistants

Medical Assistants who complete the Certificate program in Medical Assistant will be able to perform the basic functions of a medical assistant, including both front office (billing) and back-office skills. Clinical skills that the student will learn include but are not limited to giving injections; administering medications; obtaining vital signs, such as blood pressure; and recording patient history. The students will also learn to draw blood, collect and process lab specimens, and perform glucose and hemoglobin testing. Additionally, the student will develop skills such as assisting in surgery, instrument sterilization, tray preparation, and removal of sutures.

Administrative skills that the student will learn include appointment scheduling, billing and insurance procedures, and telephone techniques. After award of the certificate, the student will have developed sufficient skills and be eligible for placement in entry-level positions in hospitals, medical clinics, or doctors' offices as medical assistants or medical assistant billing specialists.

Upon completion of the program, students are prepared to take the examinations offered by the National Healthcare Association. They may receive certificates in the following areas: Billing and Coding Specialist, Medical Administrative Assistant, Clinical Medical Assistant, or Electronic Health Records Specialist.

List of Courses
Medical Assistant Program

Certificate – Medical Assistant

The **total number of quarter credit hours** for the Certificate in Medical Assistant Program is 36 **quarter** credit hours. Note: The Medical Assistant program consists of a total of 720 credit hours, 180 class preparation hours, and 36 Quarter Credit hours of study.

Day Program

Number	Title	Credits	Credit hours
	Year 1, Quarter 1		
MA103A00	Introduction to Body Systems Part I	2.0 Cr.	30 Hrs.
MA103B00	Introduction to Body Systems Part II	2.0 Cr.	30 Hrs.
MA104A00	Human Diseases Part I	2.0 Cr.	30 Hrs.
MA104B00	Human Diseases Part II	2.0 Cr.	30 Hrs.
MA105A00	Clinical Procedures Part I	2.5 Cr.	60 Hrs.
MA105B00	Clinical Procedures Part II	2.5 Cr.	60 Hrs.
	Year 1, Quarter 2		
MA101A00	Medical Terminology Part I	2.0 Cr.	30 Hrs.
MA101B00	Medical Terminology Part II	2.0 Cr.	30 Hrs.
MA102A00	Introduction to Business Procedures Part I	5.0 Cr.	90 Hrs.
MA102B00	Introduction to Business Procedures Part II	5.0 Cr.	90 Hrs.
	Year 1, Quarter 3		
MA106A00	Microbiology	2.5 Cr.	45 Hrs.
MA106B00	Surgical Assisting	2.5 Cr.	45 Hrs.
MA107-00	Externship	4.0 Cr.	150 Hrs.
	Subtotal	36.0 Cr.	720 Hrs.
	Class Preparation Hours		180 Hrs.
	TOTAL	36.0 Cr.	900 Hrs.

Graduation Requirements for Certificate in Medical Assistant

The student must complete the following graduation requirements to attain the credential for a South Coast College **Certificate in Medical Assistant**:

To receive the South Coast College **Certificate in Medical Assistant**, students must do the following:

1. Complete 36 credit hours required for graduation, as described in this catalog.
2. Complete 150 hours of externship in a medical environment under the supervision of medical personnel.
3. Return all College materials.
4. Complete a financial aid exit interview.
5. Be free of indebtedness to the College.
6. Maintain a minimum CGPA of 2.0.
7. Cease enrollment at South Coast College.

The credential the students receive upon completion of all program requirements is the following:

Certificate in Medical Assistant
Total: 720 Credit Hours, 36 Quarter Credits

Explanation of Course Numbering System

The numbering system for Medical Assistant is sequential with the first two courses being the core course prerequisites for the rest.

Course Descriptions
Medical Assistant Program

MA101A00	Medical Terminology Part I
MA101B00	Medical Terminology Part II

Part A: 2.0 Credits
Part B: 2.0 Credits
Class: 30 lecture each
Class Prep: 7.5 hours each
Prerequisite: None

This course is an introduction to medical terminology, including the techniques of medical word building using basic word elements; major suffixes in the surgical, diagnostic, symptomatic groups and related suffixes; suffixes denoting adjective, noun, singular, and plural forms of medical words; major prefixes denoting position, number and measurement, negation, direction, and anatomical, physiological, and pathological terms. The course is supplemented by audio files that provide autonyms as memory aids. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA102A00	Introduction to Business Procedures Part I
MA102B00	Introduction to Business Procedures Part II

Part A: 5 Credits
Part B: 5 Credits
Class: 30 lecture / 60 laboratory each
Class Prep: 22.5 hours each
Prerequisite: MA101A/B

This course covers the role of the medical assistant regarding communications and ethics, health insurance and pharmacology, bookkeeping, records management, office and personal organization, and ergonomics and safety factors.

Specifically, the course covers interpersonal / human relations (patient care, medical assistant / patient / doctor relationships, ethical considerations); oral communications (telephone and reception techniques/management); written communications (letters, memos, facsimiles); health insurance (HMO, PPO, IPA, Medicare/Medicaid, Workers' Compensation, Disability Income Protection, CPT/ICD 9-CM codes); and pharmacology (prescription writing, using the Physicians' Desk Reference (PDR), and drug dosage calculations); bookkeeping (write-it-once systems, payroll, check writing, fee collection); records management (retrieving and filing documents); office and personal organization (supplies, equipment use and maintenance, mail/postage); and ergonomics (health and safety factors).

The laboratory portion of the course will provide hands-on practice related to these areas.

Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA103A00   Introduction to Body Systems Part I
MA103B00   Introduction to Body Systems Part II

Part A: 2.0 Credits
Part B: 2.0 Credits
Class: 30 lecture each
Class Prep: 7.5 hours each
Prerequisite: MA102A/B

This course is an overview of anatomy and physiology. It covers the cell structure and special senses, and the following systems: endocrine, skeletal, muscular, integumentary, circulatory, respiratory, nervous, digestive, urinary, and reproductive systems. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA104A00   Human Diseases Part I
MA104B00   Human Diseases Part II

Part A: 2.0 Credits
Part B: 2.0 Credits
Class: 30 lecture each
Class Prep: 7.5 hours each
Prerequisite: Concurrent with MA103A/B

This course is an overview of human diseases. It covers pathology and oncology, diseases of the eyes/ears, skeletal system diseases and disorders, muscular system diseases and disorders, endocrine diseases and disorders, skin diseases, diseases of the blood and immune systems, respiratory diseases and disorders, neurological disorders, gastrointestinal disorders, diseases of the urinary systems, and disorders of the reproductive systems. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA105A00   Clinical Procedures Part I
MA105B00   Clinical Procedures Part II

Part A: 2.5 Credits
Part B: 2.5 Credits
Class: 60 laboratory each
Class Prep: 15 hours each
Prerequisite: MA104A/B

This course consists of performing eye and ear lavages, performing a complete physical examination(CPX), bandaging and wound care, handling emergencies using mobility assisting devices, using clinical charting abbreviations, using universal precautions and sterile techniques, performing electrocardiography and mounting the results record, performing cardiopulmonary resuscitation (CPR), performing pulmonary function tests, performing hemoglobin and glucose testing, performing throat cultures, assisting with pap and pelvic examinations, performing pregnancy tests, setting up rectal trays, performing pediatric assisting, and preparing special diets. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA106A00   Microbiology
MA106B00   Surgical Assisting

Microbiology: 2.5 Credits
Surgical: 2.5 Credits
Class: 15 lecture / 30 laboratory each
Class Prep: 11.25 hours each
Duration: 6 weeks (taken concurrently)
Prerequisite: MA105A/B

This course is a hands-on course covering the following: using various methods to achieve asepsis to control growth of microbes, performing strep tests and throat cultures, including instructions for culture and sensitivity, obtaining specimens, using a microscope and other medical office instruments, identifying surgical instruments and their uses, sanitizing and disinfecting surgical instruments with special emphasis on autoclaving, setting up sterile trays for minor office surgeries, surgical assisting, scrubbing and gloving, preparing the skin, preparing the patient. Out-of-class preparation time (homework) consists of workbook assignments that the student completes outside of class.

MA107-00   Externship

4 Credits
Class: 150 hours externship
Class Prep: 37.5 hours
Prerequisite: Completion of all classwork (MA101, MA102, MA103, MA104, MA105, MA106)

Externship provides experience in a selected physician's office or healthcare facility. Students are supervised and evaluated by qualified medical personnel. Medical Assistant students must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. Students are required to meet and discuss what they have learned with the instructor on a regular basis. The externship coordinator will engage with the site periodically. Out-of-class preparation hours will be devoted to having students prepare for and then take a comprehensive exit examination to validate the knowledge and skills students obtained from the Medical Assistant program.

Student Services Information

Campus Facilities and Equipment

South Coast College is located at 2011 West Chapman Avenue in Orange, California. The land encompasses approximately three acres and includes a two-story Mediterranean architecture building consisting of approximately 30,000 square feet. The structure is located in a landscaped setting. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

Classrooms and Other Designate Rooms

The building is composed of 18 classrooms that are used for lecture purposes only. The classrooms vary in size to accommodate the various programs. The maximum number of students ranges from 10-15 for typical smaller academic-oriented courses and beginning court reporting theory courses to 40-60 for a typical skill building dictation course. The school has several resource centers equipped with computers, a bookstore, a library with computers, a library reading room, a courtroom, a skill test transcription / grading resource center, a conference room, a media resource center, a student lounge with vending machines, refrigerator, sink, and staff lounge.

The facility has a large reception area, staff offices for administrative, admissions, and teaching staff, and a hub for student services / financial aid.

Summary of Student Services/Activities

South Coast College has facilities for an abundance of student services including:
- Library and Resource Centers
  South Coast College has a library with online research capabilities, a library reading room, and several resource centers with online research capabilities, a staffed grading resource center, dedicated staffed computer learning centers equipped with software tutorials; research assistance via computers and wireless Internet. It also has an online Learning Resource Center (LRC) with dedicated sections for each of its programs.
- Campus bookstore for easy access to educational materials and supplies and delivery services for online students.
- Financial Aid Student Services Hub
  South Coast College has a designated area consisting of a reception area and two offices staffed with financial aid personnel with day and evening hours.
- Student/Staff Lounges: South Coast College has a student lounge equipped with vending machines, sink, microwave oven, and refrigerator and numerous designated rooms throughout the building for relaxation and study and a staff lounge for South Coast College personnel.
- Special Facilities:
  A courtroom for mock trials.
  A deposition room for mock depositions.
  A medical assistant laboratory.
  Facilities accessible for disabled.
  Free parking.

Staff Involved in Student Services

For information on how to access the staff for the various student services, see the Faculty/Staff Directory at the end of the catalog. The Orientation and Updates Team online also identifies the various faculty and staff members.

- **Program Directors**
  Each program has a director to assist in advisement on academic/skill classes.
  Students have access to all managers, including the school director, for consultation and advisement on educational matters and documentation regarding child-care services. Each Program Director oversees the externship and job placement activities. Job-related Services Assistance includes finding externship programs. Job search assistance and resume preparation. Access to alumni who mentor and help transition graduates to the work environment.
  See the Job Placement Assistance below.
- **Financial Aid Staff**
  Two financial aid staff engage in specific student service activities to assist students with financial assistance and documentation needed for other services.
- **Bookstore Staff**
  Students may visit the bookstore or have their books and supplies sent to them.
- **Events Planner**
  An events planner coordinates student events and provides internal communication to students on numerous student activities including speakers, career days, technology days, weekly networking forum, CSR celebrations/luncheon, and graduation exercises.

Bookstore
The college bookstore has textbooks and supplies for all courses. Students are encouraged to suggest items that the bookstore can carry to help them in their classes.

Car Pooling
If you are interested in driving or participating in a carpool, you may post your information on the carpool bulletin board for help in making contact with other students living in your area. The Student Orientation is another venue where you can meet others living in your area to exchange information for carpooling purposes.

Campus Safety
South Coast College is entirely enclosed. Nonstudents are not allowed to use the facilities. When classes are in session, you can request an escort to take you to your car at night. The student population is predominately female. No assaults have ever occurred on campus. South Coast College has a safety policy and a government-required procedure for victims of on-campus assault. Information regarding safety and security and procedures for victims of on-campus assault are located on the Campus Safety and Security Information Center located across from the Student Lounge.

Campus Crime Report: A requirement of the federal government is that we provide for you our campus crime statistics. The front office has been designated to compile records for the facility of all reported incidents or arrests for crimes involving violence, theft, or destruction of property, or illegal drugs or alcoholic intoxication. The Campus Safety and Security Information Center is located upstairs in front of the student lounge and contains current reports and security information.

Computer Learning Centers

South Coast College provides Internet Access for students who have their own computers to access online resources throughout the college.

In addition, the computer learning resource centers are the hub of numerous activities involving the computer. The downstairs Court Reporting Resource Center contains computers and writers for student use in learning and practicing machine shorthand theory, building realtime skills, developing speed using speed tutorials, using a variety of tutorials for building speed/accuracy, learning professional software used by court reporters, and completing computer assignments. Another mini-resource center is located in the library where there is access to LexisNexis, online research, practice 4-voice videos, and dictionary build software.

The Online Computer Resource Center contains medical research software and spell checks, medically related English and formatting tutorials, anatomy and physiology learning tutorials, a medical billing and insurance program, typing tutorials, and word processing programs. The Online Computer Resource has full access to online resources.

The Legal Programs computer resource centers contain various programs used for research and document preparation by the paralegal community. Both are located upstairs.

Counseling

South Coast College provides supportive counseling based upon the individual needs of the student. Students who are encountering difficulties that interfere with their education are encouraged to seek help from their instructor, the designated counselor, or the College director.

Disabled Students

Reserved parking spaces and all administrative, educational, and restroom facilities are accessible to the disabled.

Grading of Student Lessons

For both in-person and distance education, South Coast College utilizes Microsoft Teams to communicate with students; and a response to students regarding student lessons, projects, or tests is usually made within a period of seven days or sooner.

Library / Learning Resource Centers

The Library contains a collection of supplementary course materials, current periodicals, and reference books. An online cataloguing system is used to locate reference works. When classes are held on campus, students have access to the library and other resources from 8 a.m. until 10 p.m. Monday through Friday and to the Computer Resource Center 8 a.m. to 2 p.m. on Saturdays when announced.
The procedures students use to log their use of these facilities is to sign in, select the activity in which they are going to be engaged, and then sign out when finished.

The **Instructors' Learning Resource Center** complements the main library. It contains a library of test materials for instructors to use, instructor lesson plans, and dictation materials.

Lifetime Brush-up Program *(Court Reporting Only)*

South Coast College instructional service to students does not end at graduation. Brush-up privileges for all speed levels are offered without charge or fees to all licensed graduates.

Media Library

A media library is available for student use, containing theory reinforcement practice and medical steno practice. Medical review for the CSR examination is also available in the media library room. All these media resources are currently accessible for students who are online.

Parking

The College provides free parking for all students and staff, an added service that we are pleased to provide you.

Placement Assistance Services

The South Coast College career placement assistance services are a vital part of your total education program.

Through continued association and contact over the last 20 years with reporting agencies and law firms, South Coast College serves our graduates with strong placement assistance. The reputation of South Coast College is of unquestioned value in the area of placement. At South Coast College, a Court Reporting Placement Coordinator provides assistance for court reporting graduates. A Medical Internship/Placement Coordinator assists in obtaining a medical assistant position and a Paralegal Placement Coordinator provides a career development program to assist paralegal students in finding employment.

Student assistance may include any of the following:
Referrals and References
> Direct referral to reporting agencies or employers
> List of prospective employers in others.

Job Preparation Assistance
> Assistance with resume preparation, cover letters, and thank you letters.
> Advice and resource materials regarding applications and interview techniques,

> Reference sources for use in locating firms in specific geographic locations.
> Information regarding current job market and employment trends.
> Employment placement data and starting salaries available on request,
> Comprehensive list of career titles and job descriptions to help identify areas of employment interest.
> Seminars on job-seeking and interviewing technique.

Career Networking Opportunities

> Scheduled career days for on-site visits from agency and court representatives, vendors, alumni
> Scheduled speakers
> Networking events online

Please keep in mind that State law forbids any school from guaranteeing job placement.

Prior Education Transcripts

South Coast College is required to have transcripts or equivalency documentation in your student file for your prior education. To receive college credit evaluation, you are requested to submit official college transcripts. You may sign a waiver of evaluation for miscellaneous college credits that do not apply to your subject area. Note: This waiver procedure does not apply to Veteran students.

Transcript Request

Transcript request forms are available on the South Coast College website. These requests should be made prior to your enrollment in South Coast College. Please use Certified Mail when sending for transcripts.

Stenotype Machines

Students furnish their own stenotype machine and tripod. Students can make arrangements with a machine vendor to obtain the student version of a machine that is used in the program. South Coast College will provide you with the information to contact the vendor.

Student Housing

South Coast College does not provide dormitories or student housing. There are numerous rooms for rent and apartments in a wide price range near the College. Rents can range from as low as $500 for one room up to $3,000 for luxury apartments. The College staff is available to assist out-of-town students in obtaining suitable accommodations.

Student Lounge

A full complement of vending machines is located in the student lounge. The student lounge is equipped with tables and comfortable chairs to encourage study groups and student interaction.

Student Records

An official record is maintained for you from your first day of class. Your record contains a detailed summary of all tuition and other charges paid, grades, speed levels, attendance, and counseling interviews. It is retained in the Registrar's Office and is available for your review with your program director at any time.

A reasonable number of unofficial grade reports of your South Coast College grades will be supplied to you at no charge. To receive an official transcript of your grades, you must be withdrawn from the college. A student may not be enrolled in other court reporting schools simultaneously. The College maintains records relating to students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 as amended.

Student transcripts are maintained indefinitely. Other documents may be purged after 5 years or after the required date for compliance by the various governing agencies. Students will be given a copy of any documents from their files that they request after reviewing their files at that time, free of charge. Any future requests for copies will be provided at 20¢ a copy* plus postage and handling fees. After the required date for compliance by the various governing agencies for maintaining records, no further copies will be provided.

*Copy fee may be subject to change.

Retention of Student Records

South Coast College is required to maintain the following records:

1. The name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in the institution.
2. The degree or certificate granted and the date on which that degree or certificate was granted.
3. The courses and credits on which the certificate or degree was based.
4. The grades earned by the student in each of these courses.
   In addition, South Coast College shall maintain for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all the following information.
5. The educational programs offered by the institution and the curriculum for each.
6. The names and addresses of the members of the institution's faculty and records of the educational qualification of each member of the faculty.

Additional Retention Requirements

In addition, South Coast College shall maintain a file for each student who enrolls in South Coast College whether or not the student completes the educational service.

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to South Coast College or South Coast College's award of credit or acceptance of transfer credits including the following:
   a. Verification of high school completion;
   b. Records documenting units of credit earned at other institutions that have been accepted and applied by South Coast College as transfer credits toward the student's completion of an educational program;
   c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
   d. South Coast College does not offer credit for All the documents evidencing a student's prior experiential learning upon which South Coast College and the faculty base the award of any credit. **South Coast College does not offer credit for prior experiential learning.**
(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
(4) Records of the dates of enrollment and, if applicable, withdrawal from South Coast College, and graduation; and
(5) A transcript showing all of the following:
   a. The courses of other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
   b. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit (**South Coast College does not offer credit for prior experiential learning)**;
   c. Credit for courses earned at other institutions;
   d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
   e. The name, address, website address, and telephone number of South Coast College.
(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course, if applicable;
(7) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

(8) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

(9) A document specifying the amount of a refund, including the amount refund for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

(10) Copies of any official advisory notices or warnings regarding the student's progress; and

(11) Complaints received from the student.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of students' educational records and gives them certain rights concerning those educational records. These include, but are not limited to:

1. The right to review and/or request a copy of your own educational records. At South Coast College this requires a 30-day written request to the Records Office.

2. The right to request amendment to inaccurate or misleading information in your educational record. If, after review of the request, the school decides not to amend the record, it will inform the student of the process to request a hearing on the matter.

3. The right to provide written consent before South Coast College releases any information in your record except as allowed in the law. Allowable third parties include, but are not limited to, accrediting agencies, auditors, transfer institutions, Department of Education, judicial order or subpoena, and agencies handling health or public safety emergencies.

4. The right to file a complaint with the U.S. Department of Education if you feel South Coast College is not meeting FERPA guidelines. A complaint form is located on the United States Department of Education website at www2.ed.gov.

South Coast College students are notified annually regarding educational records: right to review, right to request amendment; right to consent to disclosures of personally identifiable information: right to file complaint with ED; school's policy regarding disclosures to school officials with legitimate educational interest (if applicable).

South Coast College has implemented all available safeguards to ensure FERPA guidelines are met in both paper and electronic format. For more information about FERPA log onto:

www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Tutorial Services

Tutors are available for students who are having difficulty learning certain subjects. Please contact your Program Director for assistance.
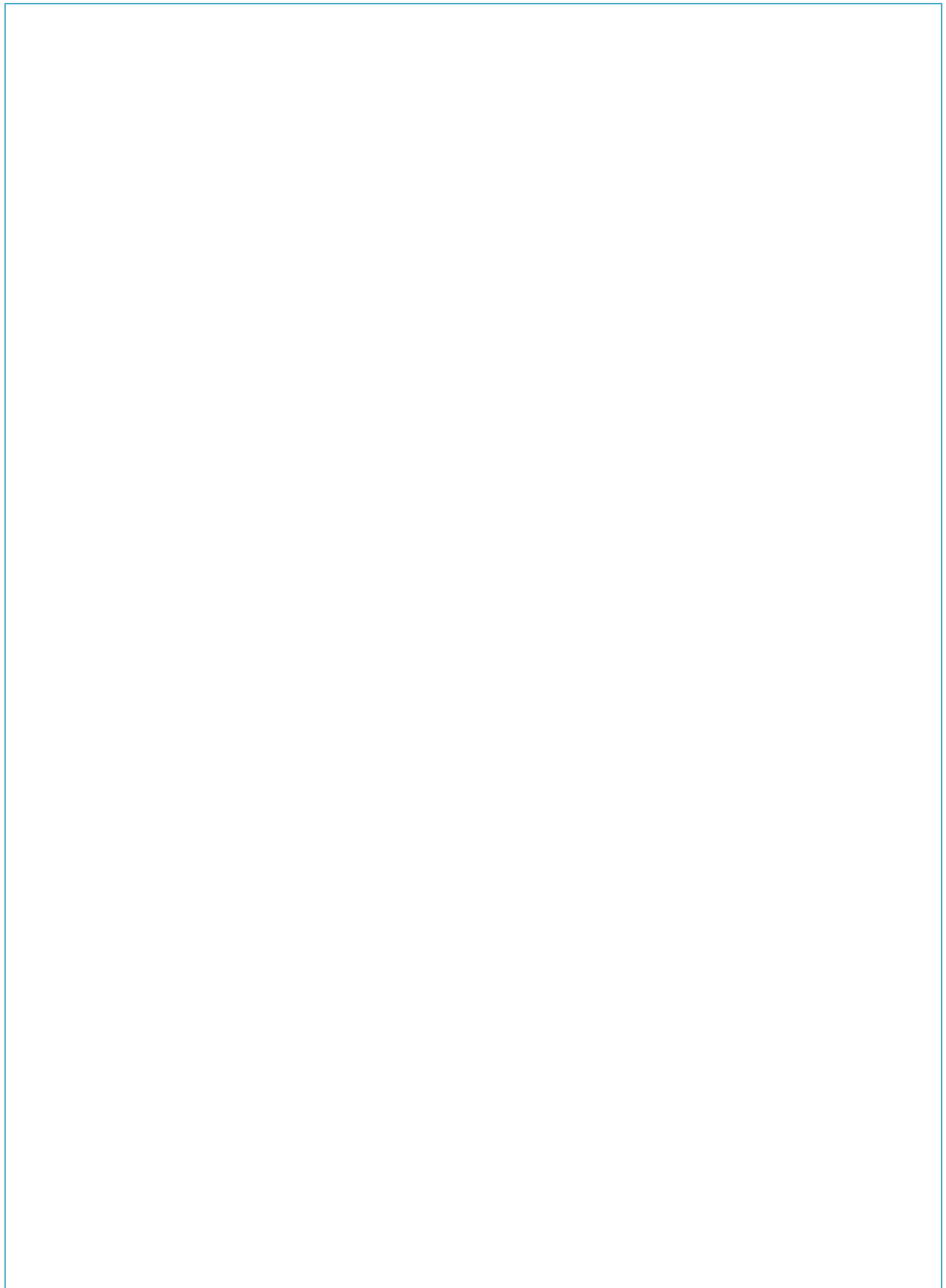
College Policies and Procedures

Procedures for All Programs

College Liability

South Coast College is not responsible for loss or damage to your personal property while it is on the College campus.

Dress Code

The College encourages professional attire to prepare students for their chosen career but permits a liberal dress code for the comfort and convenience of its students. Casual attire is acceptable, within the parameters of propriety and good taste. Students may be required to dress professionally for career days, mock court or deposition procedures classes, externships, and so on.
Medical Assistant students are required to wear uniforms and the appropriate medical attire.

Classroom Etiquette

In the classroom, students are expected to be respectful toward faculty and fellow students.   Students are encouraged to practice the behaviors that they need to follow in the workplace. They are encouraged to be punctual, prepared with their homework assignments, and to attend class for the duration of the period.

Cell Phone Usage

Please respect our policy of no cell phone use or texting in the classrooms, libraries, or learning resource centers.

Food and Drink

Food and drink are not permitted in any of the classrooms, offices, resource centers, or library, in order to maintain clean and sanitary rooms. A student lounge is provided for eating and drinking, and tables are provided in the outside patio area. Please help us keep our campus inviting.

Tardiness

As in employment situations, you are expected to be ready for the class at the scheduled starting time; and once you have checked into College for the day, you are expected to continue in all classes. Continued tardiness may result in disciplinary action.

Smoking

Smoking is not permitted in any of the classrooms, library, offices, restrooms, resource centers, or auditorium. The designated smoking area is the only area where smoking is permitted. If you are a smoker, ask where the designated smoking areas are located.

Drug and Alcohol Abuse Policy

South Coast College prohibits the use, possession, and sale of all alcoholic or illegal drug substances by any person on campus property. Incidents violating this policy should be reported immediately to the director or administrator in charge.

Abuse of the drug or alcohol abuse policy will result in any or all of the following:

COLLEGE POLICIES AND PROCEDURES

1. Anyone involved in using, selling, or possessing alcohol or an illegal substance will be asked to leave campus property immediately.
2. Students will be placed on immediate probationary status and will have to show active participation in an outpatient treatment program.
3. The police may be brought in for any serious infraction.

Nonharassment Policy

South Coast College has a policy against harassment. Harassment of one individual by another on any basis including but not limited to the following: age, race, color, disability, ethnicity, national origin, religion, sex, and/or sexual orientation is strictly prohibited.

The purpose of this policy is not to regulate personal morality. Rather, it is to assure that, on the college campus, no individual harasses another on any of these bases.

While it is not easy to define precisely what any of these bases are, they certainly include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors, socially unacceptable language, and other similar verbal or physical contact.

Any individual who feels that he/she is a victim of such harassment should immediately report the matter in writing to the Director or any other member of management. Violations of this policy will not be permitted and may result in discipline up to and including discharge of an employee and suspension of a student.

Parking

South Coast College shares its parking with tenants from the adjoining building. Parking for South Coast College students is on the left side of the lot. Overflow parking is available.

Class Schedules

Day Program Hours

Class periods are normally held between 8 a.m. and 2 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively. Laboratory hours may be scheduled flexibly for your convenience before 8 a.m. or after 2 p.m. Occasionally, a class will be scheduled from 7-8:00 a.m. or from 1-3:00 p.m.

Evening Program Hours

The evening hours are arranged primarily for the benefit of the many students who hold full-time jobs during the daytime.

The evening program requires that you maintain 5 credits to qualify as a half-time student and 9 credits to qualify as a full-time student.

To qualify for Financial Aid, you must be attending at least half-time. The evening program has the same content as the day program.

The College reserves the right to alter class offerings at any time.

Evening lab hours begin at 5 p.m. with class periods normally between 6 p.m. and 10 p.m. They may be 50 minutes or 1 hour + 15 minutes in length, allowing either a 10-minute or 15-minute break respectively.

Note: Special classes such as Court and Deposition Procedures and CSR Review may be offered on Saturdays to accommodate evening students.

Registration Required Quarterly

Your first quarter schedule will be prepared for you. Thereafter, you need to register for each quarter by selecting the courses you wish to take and filling out a schedule at registration. Keep in mind that you must register for your classes during the registration period to avoid a late fee.

All students must register on the two registration dates publicized on campus. A $25 late registration fee will be in effect at 8 a.m. on the morning following the last date of registration.

You must sign up for the appropriate number of credits each quarter if you are receiving financial aid. If you want to change a class, you should arrange to do so with your program director.

The College reserves the right to alter class offerings at any time.

Transferring: Day-to-Evening / Evening-to-Day

Students who transfer between Day and Evening programs or vice versa will be evaluated at the next appropriate evaluation increment schedule for the time frame of the program into which they have transferred. Such revision of schedule may result in an untimely evaluation for that student and such revision may be deemed by the Director to be an extenuating circumstance for that first evaluation period only. Transfers between days and nights are permitted only at the quarter start date.

Awarding of Credit

Class Hours and Credit Awarded

A South Coast College class hour is an instructional period of 50 consecutive minutes.

South Coast College courses are assigned quarter-hour credits. Each credit corresponds to the number of hours of lecture per week for the quarter. For example, five hours per week spent in a lecture class earns five credits for the quarter.

For Awarding Academic Credit

12 hours of lecture	=	1 quarter credit
24 hours of laboratory	=	1 quarter credit
36 hours of externship	=	1 quarter credit

The Department of Education definition for financial aid purposes is one quarter credit hour is equal to at least 20 in-class clock hours of instruction.

Credit for Prior Work Experience

South Coast College **does not** offer credit for prior work experience.

Exemption from Courses

If you have, through prior education, completed one or more relevant courses, you may be exempted from certain course(s) at the discretion of the director, or in some cases challenge examinations may be

required. For these courses, you will receive credit or, in the case of challenge examinations, a grade upon successful performance on the examination.

No adjustment in tuition will be made for successful challenge exams or exemptions. A fee of $100 is charged for challenge examinations. Procedures for challenging a course can be obtained from the appropriate educational department director.

Note: You must pass the examination with the same standards as the class, or you must take the course you did not pass. Transfer credits are not counted in the calculation of the cumulative grade point average.

Noncredit Remedial Courses

South Coast College does not offer noncredit remedial courses but remedial instruction can be obtained through on-campus tutors.

Grading Assessment System

Grading Standards

Grading is based on pre-established course standards. No "class curve" exists that requires some students to pass and some to fail each quarter.

In all classes, the letter grade conversion is as follows:

A	90-100	Superior
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	0-59	Fail

For a grade of "C" or better, you receive full credit for the class. If a grade of "D" is received, the class must be repeated. An instructor may mandate that all make-up tests must be taken within 10 school days or an automatic zero will be assigned for that test. A "TC" indicates transfer credit.

A student's grade point average is calculated using:

A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

Incomplete Grades

South Coast College does not permit Incomplete as a grade in any class. If the student has not completed the course work required for a passing grade according to the instructor's grading policy, the student will be assigned a 55 (fail).

Repeated Courses

Under special circumstances, as determined by a committee that includes the program director and college director, a student may retake a course(s) and have the grade(s) replace the original grade in order to bring the student's GPA into compliance for graduation.

Also, see Court Reporting Procedures / Repeated Courses.

Veterans' Notice

Veteran Requirements for Maintaining a 2.0 GPA and Probation

If a veteran student's GPA falls below 2.0 within the first two quarters, the student will be placed on probation until the GPA is 2.0 or higher. While on probation, the student is still eligible for VA benefits.

If the GPA is not 2.0 by the end of the second quarter, South Coast College will no longer certify to the Department of Veterans Affairs that the student is enrolled.

Veteran Requirements for Short-Term Leaves of Absence

Students are to notify their instructors of their required service-related duties and to obtain the assignments for missed work.

Since South Coast College does not have a Leave of Absence policy, Veteran students must notify the school of the reason for their absence and withdraw from school. If the student has met the Satisfactory Progress Requirements in the catalog, the student will be re-admitted immediately upon return.

Class Policies

Out-of-Class Learning Activities

To receive credit for a course, students are required to complete learning assignments outside of class that will be evaluated to validate learning.

Evaluation of Out-of-Class Learning Activities

Out-of-class learning activities will adhere to the same grading standards as in-class learning activities and will be incorporated into the determination of the overall course grade.

Make-up Work

Individual days of absence will require make-up work in order for the student to stay current with the class. This make-up work is the responsibility of the student. Each instructor will determine how the student will be required to make up the portions of their classes that are missed and how the time away from class will affect the student's grades.

Leave of Absence Policy

Effective November 2012 Quarter, South Coast College will no longer be granting leaves of absence. If students need to be gone more than 10 consecutive days, they will need to apply for a withdrawal and pay the appropriate withdrawal fee. If students wish to resume study later, they will need to reapply for Admissions, be accepted, and pay the appropriate restart fee. Students who are readmitted will restart at the then current tuition rate. See Veterans' Notice regarding Leave of Absence.

Withdrawing from Courses

Students are permitted to withdraw from courses within the first week of the class without penalty. Effective at 8 a.m. on Monday of the second week of classes, a $25 add/drop fee will be charged for adding or dropping classes.

Adding/dropping classes must be done with a change-of-status form obtained in the Financial Aid Office and must be done only with the permission of the respective program director.

Dropping classes may change your status and may have an adverse effect on your financial aid.

Note that withdrawal from courses (or from College entirely) after the first week of the class will result in the penalty grade of W which represents 0 (zero) credits earned and 0 (zero) grade points.

Withdrawing from College

While written notification of withdrawal is not required for withdrawal, the procedure to withdraw from South Coast College is to obtain a withdrawal form from the Financial Aid Office, complete the form, have the appropriate people sign the form, and complete an Exit Interview for your student loans. Official Withdraw fee ($50) will be assessed. A fee of $100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College may be dropped from the College, and a $100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate.

Students on **externships** in either the Medical Assistant or Paralegal programs should avoid any potential problems by submitting (via fax) their time sheets to the Director of Medical Assistant or Paralegal Program or Externship/Placement Coordinator every Friday.

Refunds

South Coast College adheres to both the State and Federal Refund Policies. According to the Refund Policy in the South Coast College Enrollment Agreement, the student has a right to a full refund of all charges less the amount of the registration fee/ nonrefundable fees if he/she cancels this agreement prior to or on the fifth day of instruction or the seventh day after enrollment, whichever is later. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition. The refund will be calculated based on the last day of attendance of the current quarter. Any future quarters that are prepaid will be refunded. For example, if the student

completes 140 hours of a 280-hour quarter and was charged $1,875 tuition for the quarter, the student would receive a pro rata refund of $937.50 for the current quarter:

$$\underset{\substack{\text{amount charged}\\\text{for current}\\\text{quarter}}}{\mathbf{\$1,875.00}} \times \frac{\substack{\text{140 hours of instruction}\\\text{paid for but not received}}}{\substack{\text{280 hours of instruction}\\\text{for which the student has paid}}} = \underset{\substack{\text{Initial refund}\\\text{amount}}}{\mathbf{\$937.50}}$$

The Institution has met all requirements for the administration of any program under Title IV of the Federal Higher Education Act of 1965 (P.L. 89-329), extensions of that act, amendments to that act, and rules and regulations adopted under the act. If a student receives a student loan(s) to cover the cost of the program, any refund is to be returned to the lender or agency that guaranteed a loan to reduce the student's loan debt.

For the purpose of determining a refund, the student is deemed to have withdrawn from a course of instruction when any of the following occur:
   a) The student notifies the School of his/her withdrawal or the actual date of his/her withdrawal, whichever is later;
   b) The School withdraws the student as provided in the Catalog. (See Attendance and Grading Procedures.) (10-day rule)
The student is entitled to a refund of moneys not paid from federal student financial aid program funds.

For more specific information about refunds, refer to the Federal Refund Policy and Return of Aid section that can be found online in the Consumer Information Handbook, Addendum B Part 1: https://southcoastcollege.edu/pdfs/ADDENDUM-B-Consumer-Handbook.pdf

Graduation

Minimum Graduation Requirements for All Programs
A minimum CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

For program-specific graduation requirements, see the graduate requirements for the individual programs under the specific program categories.

Transfer-of-Credit Policy

Transferring Credits from South Coast College

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at South Coast College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, certificate, or credits you earn in an educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your

educational goals. This may include contacting an institution to which you may seek to transfer after attending South Coast College to determine if your credits, degree, or certificate will transfer.

Students who transfer out of South Coast College need to contact their new school to see if any of their credits will transfer as South Coast College does not have any current articulation agreements with other schools concerning transfer of credits earned at South Coast College.

Transferring Credits to South Coast College

Advanced students transferring from another reporting school may enroll at any time. Credit will usually be given for comparable courses completed in other institutions upon receipt of the official transcript. The College reserves the right to administer equivalency examinations to determine proficiency and placement in both academic and speed classes. The school requires that the student complete 50 percent of credits in the Paralegal program and 25 percent of credits in the Court Reporting and Medical Assistant programs at this school for graduation with the exception of an approved teach-out plan or agreement.

Procedure

Upon admission of a transfer of a student to South Coast College and receipt of official transcripts from the school or college from which transfer credit is sought, the Program Director or his/her designate will review the relevant transcript to determine whether and to what extent transfer credit will be awarded. Determination by the Program Director is final.

The Program Director or his/her designate will complete an evaluation form indicating:
-   Name of school from which transfer credit is to be accepted.
-   Name of the course for which transfer credit is to be allowed.
-   Number of credits completed at the original school (indicating whether they were quarter or semester credits).
-   Grade received at the school where course was taken.
-   Equivalent South Coast College course for which the credit has been allowed; and
-   Number of South Coast College quarter credits allowed.

The Program Director will then indicate the allowed transfer credit and sign and date the form.

Factors to be considered in the evaluation of transfer credit include the following general criteria:
-   Transfer credit is generally awarded for academic course credit earned from court reporting schools, regionally accredited institutions, or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period. In rare circumstances, course credit earned at other institutions, other than those listed above, may also be accepted in transfer.
-   Only college level courses are transferable. Remedial and high school equivalent academic courses are not transferable, even though taken at a college or community college.
-   Courses at other institutions often have no direct South Coast College equivalents but may be accepted in transfer in appropriate cases where they meet South Coast College curricula criteria.
-   Transfer credit is allowed only for courses in which a grade of "C" or its numerical equivalent or a grade of "pass" was earned at the school where subject course was taken.
-   Not more than 25 percent of the credits required for graduation from South Coast College will be accepted as transfer credit in the case of students enrolled in the Medical Assistant and Court Reporting programs with the exception of an approved teach-out plan or agreement.
-   Not more than 50 percent of the credits required for graduation from South Coast College will be

accepted as transfer credit in the case of students enrolled in the Paralegal program.
- Students may be asked to provide official catalog course descriptions from the school where the course was taken, to clarify course content.
- Court Reporting program course requirements are directed to qualification for the California Court Reporters Board and the National Court Reporters Association. The requirements of these agencies are specific and particular and are not necessarily the equivalent of similar college courses. Regarding English, for example, emphasis is placed on grammar, punctuation, and the particular usage choices determined by these agencies. It is generally advisable that students take the English courses at South Coast College or at an equivalent court reporting college.
- Transfer credits will be listed as a "TC" on the student's transcript.

Standards of Student Conduct

Standards of Student Conduct

Students are expected to exercise respect and self-discipline at South Coast College. The following behaviors may result in dismissal from South Coast College:

1. defacing, removing, or mutilating any College property (library, resource centers, classrooms, restrooms, student lounge, administrative areas, and so on).
2. providing false information or misrepresenting information in any records, financial aid documents, or attendance sign-in sheets, whether inadvertently or deliberately.
3. engaging in any activity that causes a safety hazard at College, including but not limited to weapons possession.
4. disrespect toward another student, faculty/staff member or administrator, guest, or vendor.
5. engaging in a single serious incident or repeated less-serious incidents of intoxication from any substance, as well as possession of drugs or alcohol on college premises.
6. engaging in other types of unethical conduct.
7. engaging in the use of profanity on the College premises.

Procedures and Appeal Process for Unethical Student Conduct

A charge of unethical conduct must be made in writing, specifically stating the allegations against a student. Each instructor/ staff member/ administrator who has a charge must formally state the allegations in a letter to the Director. A copy of the letter will be directed to the appropriate Day/Night Instructional Administrator.

Should a student be charged by an instructor / staff member / administrator with unethical conduct, the student may make an appeal of this determination within 30 days in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and attempt to resolve the problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Day or Night Instructional Administrator. The petition request must be made in writing by either the student or the instructor to the Day or Night Instructional Administrator.
3. If after review by the Day or Night Instructional Administrator a satisfactory resolution has still not been reached, the matter may be appealed to the Arbitration Review Committee. This committee consists of members from the faculty and staff representing various departments. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

Consequences and Recourse

Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions, dependent upon the nature and scope of the offense as determined by the Committee:

1. The student may not receive credit for the work completed in the class.
2. The student may not receive credit for the class.
3. The student may be place on **probation** for one quarter.
3. The student may be administratively withdrawn from the program.

Grievance Procedures

South Coast College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a student, staff, faculty member, or administrator. In the pursuit of its policy of openness, accountability, and responsiveness to students, the College provides the following grievance procedures.

A file on each grievance reported, including the procedures followed and the final disposition of the case, is maintained.

Definition of a Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If students have a grievance and wish it to be recognized as such, a written complaint must be submitted to South Coast College on the College's petition form or in letter format.

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence and be addressed to the director of the College.

Steps Toward Redress

Based upon the information presented in the grievance, steps toward redress shall take place as follows:

1. The student will be asked to take the matter up with the individual in question. It is hoped that the matter can be resolved at this level. If it cannot be resolved, the following step shall occur.
2. Informal discussions will take place between the complainant and the person against whom the complaint is being made and the Day/Night Instructional Administrator. Resolution shall be attempted at this level. If it cannot be reached, the following steps shall occur.
3. The grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. The committee shall be comprised of two faculty members, representatives from the various departments on campus, and two students. The members on the committee will rotate.
4. A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought.
5. The committee shall review and consider documentary records which relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Both parties shall be present during the meeting.

6. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendations as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.
7. The findings of the committee are final. A written summary of the response shall be provided within 10 days of receiving the complaint.

Recourse after Hearing

If students have exhausted these procedures and the problems have not been resolved, they have the right to contact any of these entities.

In approaching an entity with a grievance, students are encouraged to take the following steps:

- Be sure to have exhausted all means of settling your issue with the school.
- Ensure that your complaint is in writing using the appropriate forms.
- Be sure to sign your complaint.

Complaint Procedures

ACCSC Student Complaint

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting your program director or online at https://www.accsc.org/Student-Corner/Complaints.aspx.

BPPE Complaint Procedure

1. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet web site www.bppe.ca.gov.
2. Send the complaint to:
Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818
West Sacramento, CA 95798-0818
1 (888) 370-7589 (toll free)
www.bppe.ca.gov

OR

Department of Consumer Affairs
California Court Reporters Board
2535 Capitol Oaks Drive
Suite 230
Sacramento, CA 95833
(916) 263-3660
www.courtreportersboard.ca.gov

NCRA Complaint Procedure

1. Contact the NCRA office by mail (addresses given below). Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
   a. the nature of the problem;
   b. the approximate date(s) that the problem(s) occurred;
   c. the name(s) of the individual(s) involved in the problem(s) within the institution or other students who were involved;
   d. copies of important information regarding the problem(s) -- facts, not rumors, lead to solutions;
   e. evidence demonstrating that the institution's complaint procedure was followed prior to contacting NCRA. The complaint must be signed;

National Court Reporters Association (NCRA)
Court Reporting Program Only
8224 Old Courthouse Road
Vienna, VA 22182-3808
(703) 556-6272
www.ncra.org

Note: See the *Accreditation and Approvals* section in this catalog for further information regarding governing agencies.

Program-Specific Procedures

Individual Progress

After the initial theory courses, individuals can progress at their own pace, completing as many skill levels as they can within a quarter.

Completion of a skill course level in the Court Reporting Program is obtained upon completion of skill proficiency testing and is not based upon a quarter-to-quarter schedule.

Individual progress in a high-speed machine shorthand program can vary widely. Even so, you are expected to meet minimum standards of progress.

Practice

Approximately 72 hours of practice outside of class is required to progress out of every 10 wpm skill level. Keep in mind that practice is different from evaluation.

Achievement Awards

Machine shorthand achievement certificates are awarded for theory and 40 wpm and for each 10-word increment above 40 wpm.

Attendance: Court Reporting

Attendance in all court reporting classes each day is essential for the successful completion of the court reporting program. As a result, students are required to have 100-percent attendance in all registered skill courses at the end of each quarter.

All class absences must be made up using equivalent and documented make-up time activities in order for students to achieve 100-percent attendance in all registered skill courses at the end of each quarter. Several options are available to students to make up the time related to a class absence. If the student does not make up the absences in skill classes, they are allowed to take tests, but tests will not be graded until the absences are made up.

In academic courses, the instructor's policy determines the number of absences the student may have before the student is dropped from the course. If they miss more than the instructor's policy allows, students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

Only a maximum of 20 percent of physical absences can be made up in a college quarter. In other words, students must have at least an 80 percent physical attendance in each of their registered classes for the college quarter.

Required Number of Tests

Three official speed tests of a 5-minute duration and 97.5 percent accuracy are required to complete a speed level successfully up to and including the speed of 160 wpm.

From 170 to 200 wpm, the requirement is three skill tests one of which must be at a length of 7, 8, 9, or 10 minutes, depending on the goal speed. All tests must be at 97.5-percent accuracy.

Skill Test Type	Duration	Accuracy
40 to 160 Words Per Minute		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	5 minutes	97.5%
170 Words Per Minute		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	7 minutes	97.5%
180 Words Per Minute		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	8 minutes	97.5%
190 Words Per Minute		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	9 minutes	97.5%
200 Words Per Minute		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	10 minutes	97.5%

Transcription Time

Each of these 10-minute tests (170-200 wpm) must be transcribed within two hours and thirty minutes.

Official skill tests are normally five minutes of dictation on unfamiliar material transcribed within 1 hour and 15 minutes.

The completed transcript together with the machine notes is turned in to the Grading Resource Center to be graded. An accuracy rate of 97.5 percent is always required for a passing grade.

Transcription Credits

Two transcription credits a week results in attendance credit for the time spent in transcribing the notes and is reflected in the AT700 Attendance on Friday.

Speed*** WPM	Test Type*	Test Quantity	Test Duration	Accuracy	Maximum Error Count	Transcription/ Typing Time**	qualify for CSR EXAMINATION	Certificate of Achievement
				Skill Test Requirements for Degree at South Coast College versus Qualifying for Certified Shorthand Reporter (CSR) Examination				
40	Testimony	2	5 min	97.50%	6	1 hr 15 min	■	■
40	Literary	1	5 min	97.50%	6	1 hr 15 min	■	■
50	Testimony	2	5 min	97.50%	7	1 hr 15 min	■	■
50	Literary	1	5 min	97.50%	7	1 hr 15 min	■	■
60	Testimony	2	5 min	97.50%	8	1 hr 15 min	■	■
60	Literary	1	5 min	97.50%	8	1 hr 15 min	■	■
70	Testimony	2	5 min	97.50%	9	1 hr 15 min	■	■
70	Literary	1	5 min	97.50%	9	1 hr 15 min	■	■
80	Testimony	2	5 min	97.50%	10	1 hr 15 min	■	■
80	Literary	1	5 min	97.50%	10	1 hr 15 min	■	■
90	Testimony	2	5 min	97.50%	11	1 hr 15 min	■	■
90	Literary	1	5 min	97.50%	11	1 hr 15 min	■	■
100	Testimony	2	5 min	97.50%	12	1 hr 15 min	■	■
100	Literary	1	5 min	97.50%	12	1 hr 15 min	■	■
110	Testimony	2	5 min	97.50%	13	1 hr 15 min	■	■
110	Literary	1	5 min	97.50%	13	1 hr 15 min	■	■
120	Testimony	2	5 min	97.50%	15	1 hr 15 min	■	■
120	Literary	1	5 min	97.50%	15	1 hr 15 min	■	■
130	Testimony	2	5 min	97.50%	16	1 hr 15 min	■	■
130	Literary	1	5 min	97.50%	16	1 hr 15 min	■	■
140	Testimony	2	5 min	97.50%	18	1 hr 15 min	■	■
140	Literary	1	5 min	97.50%	18	1 hr 15 min	■	■
150	Testimony	2	5 min	97.50%	19	1 hr 15 min	■	■
150	Literary	1	5 min	97.50%	19	1 hr 15 min	■	■
160	Testimony	2	5 min	97.50%	20	1 hr 15 min	■	■
160	Literary	1	5 min	97.50%	20	1 hr 15 min	■	■
170	Testimony	1	5 min	97.50%	21	1 hr 15 min	■	■
170	Literary	1	5 min	97.50%	21	1 hr 15 min	■	■
170	Testimony	1	7-min	97.50%	29	1hr 53 min	■	■
180	Testimony	1	5 min	97.50%	23	1 hr 15 min	■	■
180	Literary	1	5 min	97.50%	23	1 hr 15 min	■	■
180	Testimony	1	8-min	97.50%	35	2 hrs 5 min	■	■
190	Testimony	1	5 min	97.50%	24	1 hr 15 min	■	■
190	Literary	1	5 min	97.50%	24	1 hr 15 min	■	■
190	Testimony	1	9-min	97.50%	42	2 hrs 18 min	■	■
200	Testimony	1	5 min	97.50%	25	1 hr 15 min	■	■
200	Literary	1	5 min	97.50%	25	1 hr 15 min	■	■
200	Testimony	1	10-min	97.50%	50	2 hrs 30 min	■	■
200	Live 4-Voice	1	10 min	97.50%	50	2 hrs 30 min	■	
180	Literary	3	5 min	95.00%	45	1 hr 15 min		■
200	Jury Charge	3	5 min	95.00%	50	1 hr 15 min		■
225	Testimony	3	5 min	95.00%	57	1 hr 15 min		■
240	Testimony	3	5 min	95.00%	60	1 hr 30 min		■

*All tests are unfamiliar material (to meet NCRA requirements).
**All tests are typed under site supervision (to meet NCRA requirements).
***It is important to realize that approximately 72 hours of practice outside of class is required to progress out of each successive 10 wpm skill level.

Grading of Skill Courses

A skill goal class may be attempted until credit is earned.

Note: For skill classes, a numerical grade of 95 for pass or 55 for fail appears on the student's in-house transcript.

Repeated Courses

South Coast College does permit the repetition of goal speed classes, which can be taken up to three times for credit as push and trail (laboratory) classes on a pass (95) / fail (55) basis.

Steno Medical and Steno Legal classes can be repeated to obtain the required number of hours per week on the steno machine. Skill and accuracy, multi-voice, advanced theory, and theory reinforcement classes may be repeated to enable students to meet hourly machine requirements.

Audit Courses

Court Reporting students are allowed to audit the speed classes if they have sufficient credits to maintain the minimum number of required credit hours per quarter. Students may also audit academic classes they have passed.

Apprenticeships

When the reporting student reaches speed proficiency of 180 words per minute, the student is required to attend an advisement session with the Director of Court Reporting. During that meeting, the Director of Court Reporting will provide all the information that the student must do to complete the court reporting program. At that time, the student will be advised on how to make arrangements to sit in and report proceedings with a Certified Shorthand Reporter.

The student is to have 50 hours of court proceedings and depositions, of which a minimum of 10 hours shall be in either one.

A maximum of 10 hours of this training may be the reporting of mock proceedings sponsored by a law firm or by a law school accredited by the American Bar Association.

Note: These hours may be increased by the California Court Reporters Board (CCRB).

Qualifiers

To qualify to go to the State CSR Examination at South Coast College, you must have met the following minimum requirements outlined in the booklet *180 to the CSR,* which can be obtained from the Director of Court Reporting.

All students at 180 wpm are required to meet with the Director of Court Reporting to review and to acknowledge the requirements to complete the program. These requirements include the following:
1. All academic classes must be completed.
2. All speed requirements up to and including 200 wpm must be fulfilled.
3. All apprenticeship hours (50) and a 45 wpm typing test must be completed.
4. All tuition must be current.
5. Students must be cleared through the Registrar's Office **before** they sit in qualifying examinations.

If a student fulfills the above requirements at any time after the qualifying exams have started, he or she may attempt any exams that remain.

These minimum requirements will more realistically prepare the student to pass the CSR exam at 200 wpm.

The College reserves the right to review the student's notes to determine whether the Qualifier will be accepted.

Nonmatriculating Students

A nonmatriculating student is one who has completed a court reporting program and has qualified through either South Coast College or another court reporting school and is taking **only** speed classes.

Length of Course: Court Reporting

The certificate program in court reporting is a 43-month course for day students and a 56-month course for night students.

For students to complete the court reporting program in a timely manner, it is imperative that they attend all machine classes to which they have been assigned every day. The development of a skill depends upon consistency in building the skill. The College requires that you attend **all** machine classes that you have available each day. In doing so it is possible to complete the program before the time allotted for completion.

The court reporting program is a skill-based program that can be completed before the time allotted for completion.

Because this program is a skill-based program, there are no guarantees that the student will finish the program in the previously stated length of time. Completion of the program in a timely manner is totally contingent upon the individual's effort expended and adherence to the program in its entirety.
Adherence to the program includes attending the required number of theory and related classes, completing the required number of practice hours on the skill tutorial, and completing the homework assignments.

After theory classes, the student is expected to attend the required skill classes to which they have been assigned each day, practice on the skill tutorial, complete the required homework assignments each week, and complete a minimum of two typing credits. In addition, the student is expected to follow the methodology of the College with regard to building speed.

Note that the California Court Reporters Board (CCRB) requires that students practice a minimum of one hour each day after school hours. The National Court Reporters Association (NCRA) requires that students type a minimum of one paper each week. South Coast College requires a minimum of two papers a week for attainment of the weekly hourly requirement and attendance purposes.

Students who follow the prescribed College program are allowed to progress in the skill building classes as fast as their abilities permit. Consideration will be given to students who have moved through the speed levels rapidly to help them in completing the academic portion of the program.

Students entering the program must be aware that work schedules, family demands, personal problems, and other distractions will affect their progress in College. The program demands a consistent allotment of daily time to ensure success.

<div align="center">*Legal Programs*</div>

Attendance Requirements for Legal Programs

Students enrolled in the legal programs must maintain 80 percent of attendance at all times. Students who miss courses more than 20 percent will have to make up the work and/or do extra credit work. Instructors reserve the right to require greater than 80 percent attendance. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

Externships

Legal externships provide the legal student with an opportunity to further his/her legal skills in a legal environment. The student receives hands-on training and learns the duties and expectations that may be required of legal support personnel. Students are required to submit a weekly log of their hours.

The paralegal externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required as with any course. Therefore, students must submit their supervisor-initiated externship time sheets each and every week. Students will submit their time sheets to the Director of Legal Programs.

Length of Course: Paralegal

The **Paralegal Program** is an 18-month course for day students and a 24-month course for night students.

<div align="center">*Medical Programs*</div>

Attendance Required for Medical Programs

Medical students must maintain 80 percent of attendance at all times. In the Medical Assistant Program, the 80 percent factor allows for **4 absences** a month. Students who miss more than that will have to make up the required work and/or do extra credit work. Students are counseled and advised that if they do not make up the work, they will not pass the course in which they are enrolled.

Externships

Medical externships provide the medical student with experience in a selected physician's office or healthcare facility. The student is supervised and evaluated by qualified medical personnel.
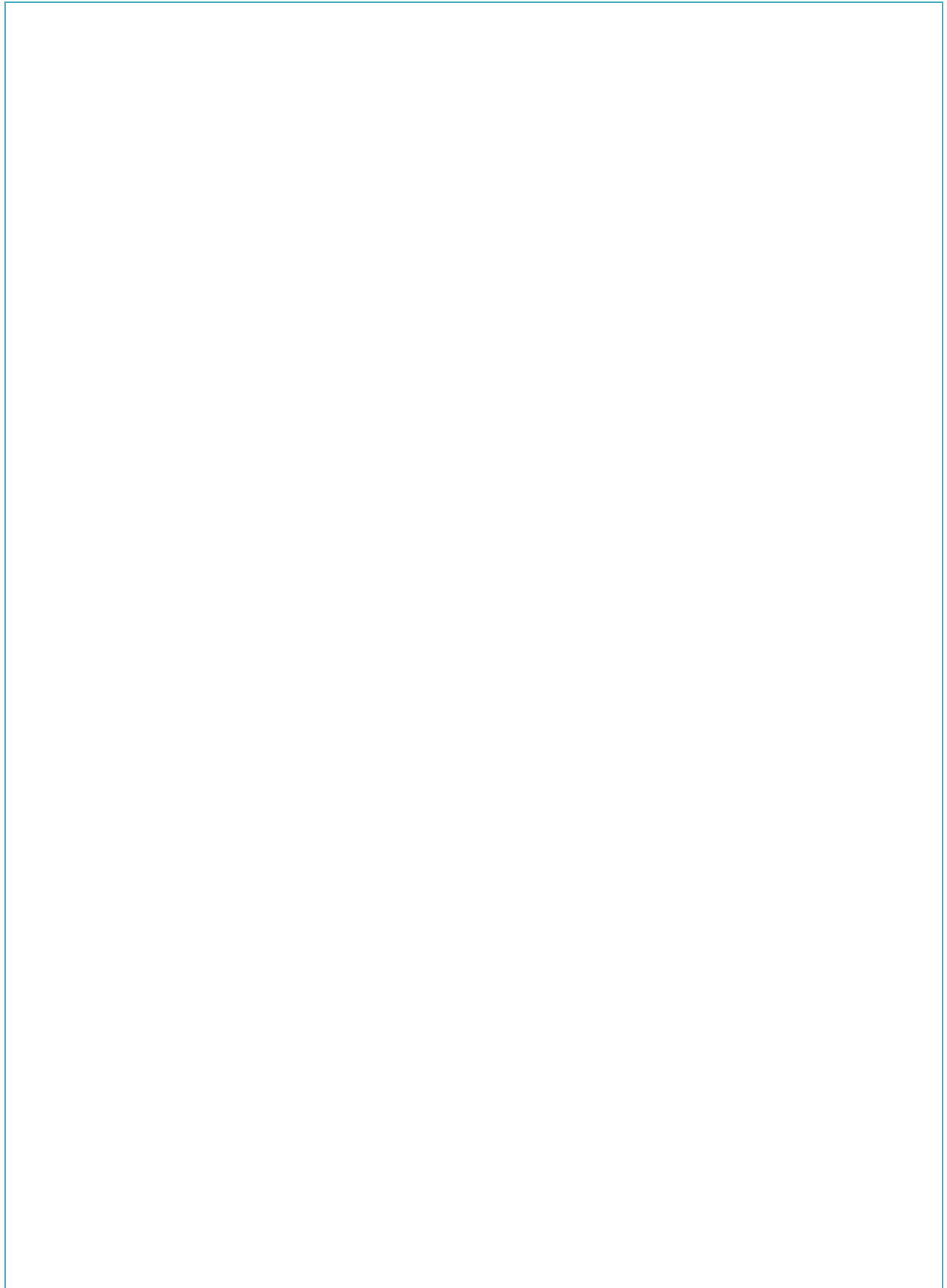
The Medical Assistant student must have an opportunity for an equal exposure to administrative and clinical experience. A list of skills to be evaluated will be presented to the supervisor of the healthcare facility. The student is required to meet and discuss learning with the instructor on a regular basis. The externship coordinator will visit the site periodically.

The medical assistant externship is a course for which a grade will be entered on the academic transcript. Regular attendance is required, as with any course. Therefore, students must submit their supervisor-initialed externship time sheets each and every week. Students will submit their time sheets to the Director of Medical Programs or Externship/Placement Coordinator. Students should avoid any potential

problems by submitting their time sheets to the Director of Medical Programs or Externship/Placement Coordinator every Friday.

Length of Course: Medical Assistant

The medical assistant program is a 9-month course for day students and 12-month course for night students.

Consumer Information

Consumer Information: Student Rights

In addition to the Catalog, South Coast College has prepared a Consumer Information Handbook Addendum B and an Annual Campus Safety and Security Report Handbook (with safety statistics) Addendum B that provides you with information regarding your student rights, consumer information, and safety and security that are all available online.

Before attending South Coast College, you will receive an enrollment packet containing the following:

01 an enrollment agreement, student's right to cancel, right to withdraw, refund calculation policy, transferability of credits, graduation requirement, tuition rate agreement, charges, renewal clause, certification of receipt of catalog and performance statistics, student tuition recovery fund

02 a link to the BPPE (SPFS) School Performance Fact Sheet and a hard copy

03   a link to the ACCSC Annual Report

03 DOE Federal Track Record Disclosure Form

04 CRB Disclosures required by Business and Professions Code (CRB) and brochure (Court Reporting Only)

05 Attendance policy

06 Right to cancel policy

07 Acknowledgment of the following:
a.   Admissions requirements
b.   Transfer of credits
c.   Entrance test requirements
d.   Campus Tour
e.   Disclosure statements
f.   Tuition payments
g.   Satisfactory Progress Requirement
h.   Class Add/Drop Policy
i.   Permission to use image

08 Students are made aware of the availability of the Catalog with Addendum B Consumer Information Handbook and the Addendum B Annual Campus Safety and Security Handbook where they will find information on a number of items of importance.

The Consumer Information Handbook contains financial aid information and includes the following:
a.   Family Educational Rights and Privacy Act (FERPA)
b.   Information Security Policy
c.   Facilities and Services for Students with Disabilities
d.   Student Body Diversity
e.   Copyright Infringement
f.   Constitution and Citizenship Day
g.   Emergency Response and Evacuation
h.   Voter Registration
i.   Code of Conduct for Financial Aid Officers
j.   Students Right to Know.

The Annual Campus Safety and Security Handbook includes the following:

a. Campus Crime Prevention Policy
b. Campus Drug Policy
c. Campus Crime Statistics Report
d. Violence Against Women Policy
e. Title IX Harassment Policy
f. Cybersecurity Policy

You will also receive information packets from the Financial Aid Director and obtain default management counseling. For more information regarding Consumer Information and Student Rights and the safety policies. See Addendum B of the catalog.

You will also receive a New Student Survey that requires you to verify that you understand the information that was presented to you.

Court Reporting Only:

In addition to what is provided to students in other programs, court reporting students receive a program length acknowledgment for court reporting and the Court Reporters Board Pamphlet on selecting the career of court reporting and selecting a court reporting school.

Cancellation of Enrollment Agreement

A newly enrolled student has the right to cancel his/her Enrollment Agreement without penalty and obtain a refund of charges paid through attendance at the first class session, or at the 7th calendar day after enrollment, whichever is later, exclusive of the nonrefundable deposit or application fee. If the enrollment agreement is cancelled for any reason – (1) rejection of enrolled applicant by the college; (2) the program is cancelled by the college; (3) the student does not start training – the school will refund the student 100 percent of any money paid, less a deposit or application fee, if applicable, not to exceed the amount of $150.

Cancellation shall occur when you submit written notice of cancellation to the address of the school:

South Coast College
Attn: Admissions
2011 West Chapman Avenue
Orange, CA 92868

You can do this by mail, hand delivery, or by emailing admissions:
Email: admissions@southcoastcollege.edu

The written notice, if sent by mail, is effective when deposited in the mail properly addressed and with correct prepaid postage. Any written expression that you wish not to be bound by this agreement will serve as notice of cancellation of this agreement if provided to the school by the end of the first class day or on the seventh calendar day after enrollment, whichever is later.

Student's Right to Cancel

Students are advised that they have the following rights:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance for ten (10) consecutive days. Not attending classes for ten (10) consecutive days (excluding holidays) without excused absence is considered an unofficial withdrawal. Cancellation shall occur when you give notice of cancellation to the school. The notice of cancellation need not take any particular form and however expressed, is effective if it indicates that you no longer desire to be bound by this agreement. If you cancel this agreement within the prescribed time period, the school will refund any money that you paid within three (3) days after your notice of cancellation. After the end of the cancellation period, you also have the right to stop attending school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

2. If the Enrollment Agreement is cancelled by the end of the first class session or by the seventh calendar day after enrollment, whichever is later, then the school will refund to the student within three (3) days, 100 percent of any money he/she paid, not to exceed one hundred fifty dollars ($150).

3. Cancellation shall occur when you issue a written notification of cancellation to the address of the school: South Coast College, Attn: Admissions, 2011 West Chapman Avenue, Orange, CA 92868. You can do this by mail, hand delivery, or by emailing admissions: admissions@southcoastcollege.edu. The written notice, if sent by mail, is effective when deposited in the mail properly addressed and with correct prepaid postage. Any written expression that you wish not to be bound by this agreement will serve as notice of cancellation of this agreement if provided to the school by the end of the first class day or on the seventh calendar day after enrollment, whichever is later.

- If the College closes before you graduate, you may be entitled to a refund. Contact the following for information.

Department of Consumer Affairs, Consumer Information Division
1625 N. Market Blvd.
Suite N-112
Sacramento, CA 95834-1924
(800) 952-5210
www.dca.ca.gov
-OR-
Bureau for Private Postsecondary Education (BPPE)
PO Box 980818
West Sacramento, CA 95798-0818
1 (888) 370-7589 (toll free)
www.bppe.ca.gov

Withdrawing from College

After the cancellation period, you also have the right to stop attending school at any time, and you have the right to receive a pro rata refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your Enrollment Agreement, you may ask the school for a copy of the Enrollment Agreement and for a description of the refund policy.

Official Withdrawal. An official withdrawal from college occurs when the student withdraws from college using the following procedure:

The student obtains a withdrawal form from the Financial Aid Office, completes the form, has the appropriate people sign the form, and completes an Exit Interview with the Financial Aid Department regarding the student's loans. An Official Withdraw fee ($50) will be assessed.

Unofficial Withdrawal. An unofficial withdrawal from college occurs when the student does not notify the college that he/she is withdrawing. A fee of $100 is assessed for unofficial withdrawals where the student does not properly notify the College of departure and attend an Exit Interview. A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to a student's lack of attendance for 10 consecutive days.

Students who are absent ten (10) consecutive days from the College (including externship) without notifying the College will be dropped from the College, and a $100 withdrawal fee will be assessed. If allowed to be reinstated, the student returns at an increased tuition rate. Students in externship should avoid any potential problems by submitting their time sheets to their Program Directors or Externship/Placement Coordinator every Friday.

Disclosures

The Consumer Information Handbook also provides disclosures on the Student Right to Know Act, Institutional Security Policies, and Crime Statistics, Privacy of Student Records (FERPA), and so on. The catalog and all the various disclosures are located on the Student Resources Tab under the Federal Compliance of the South Coast College Website.

Payment of Tuition

School Costs

The South Coast College enrollment agreement lists the cost of tuition fees, books, supplies, and other specific fees when applicable that you are responsible for paying upon entering South Coast College. Other fees that may apply include the following: late fees for late tuition, returned-check fees, official withdrawal fee, unofficial withdrawal fee, restart fee, challenge examinations, and late registration fee. See Addendum A for the program-specific associated tuition and fees.

For a breakdown of the Cost of Attendance (COA), see the Consumer Information Handbook, Addendum B Part 1. The COA includes both direct and indirect costs associated with attending South Coast College. Direct costs include tuition, fees, books, and supplies. Indirect costs include room and board (based on living situation), transportation costs, and personal expenses.

Cash-Paying Students

Students who pay cash for tuition are not required to pay the entire amount in advance. Tuition is charged quarterly and billed monthly.

For students who wish to pay the entire tuition and institutional charges in advance, South Coast College accepts payment in full for tuition and fees after the student has been accepted and enrolled as of the date of the first class session disclosed on the Enrollment Agreement.

Paying in full creates a credit balance on the student's account until the student graduates. Every quarter, tuition is deducted from the credit balance. If the student withdraws, tuition charges are prorated and the remaining credit balance is refunded to the student upon graduation or departure.

Student Financial Assistance

Financial aid is available to students who qualify. South Coast College offers the following types of federal and state financial aid:

Grants
Grants are financial aid you do not have to pay back.
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
-

Work Study
Work Study gives financial aid students an opportunity to work and earn money to help pay for school.
- Federal Work Study (FWS)
-

Loans
Loans are borrowed money that you must repay with interest.
- Direct Loan
- Direct PLUS Loan

If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan, plus interest, less the amount of any refund; and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

Disclosures for State and Federal Financial Aid Programs

For student eligibility requirements and information on the application process, please read Addendum B of the Catalog **(South Coast College Consumer Information Handbook)**. This publication along with the online disclosures contains all the consumer information that is required to be disclosed to the student pursuant to the applicable federal and state financial aid programs, including the following: Federal Refund Policy and Return of Title IV Funds; Net Price Calculator; Disclosures and Gainful Employment Programs; Drug and Alcohol Policies; Satisfactory Academic Progress; Clery/Campus Crime and Safety Information; Violence Against Women Act Policy and the Title IX Harassment Policy; Student Right-to-Know Act; Notice of FERPA rights; Emergency response and Evacuation; Financial assistance available to students; Information about the school's academic programs, costs, facilities, and policies; textbook information; loan counseling (Entrance and Exit Counseling); Misrepresentation; Voter registration; completion, graduation, transfer, retention, and placement rates.

 The Financial Aid Office retains a staff of professionals who are available to assist students from the time they enter South Coast College until they are through the loan repayment process.

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program can be found in Addendum A of the South Coast College Catalog.

STRF (Student Tuition Recovery Fund)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.
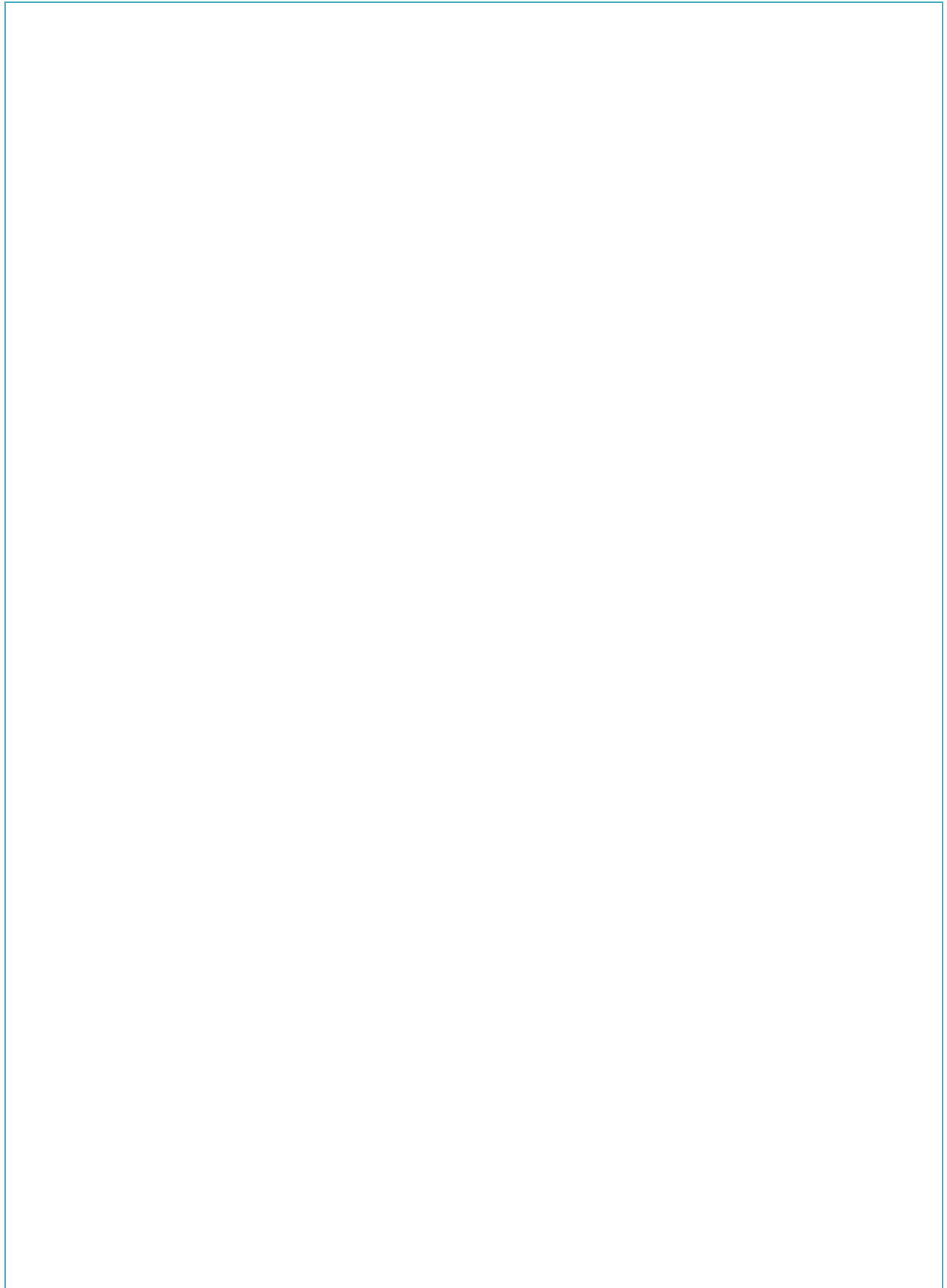
Student Tuition Recovery Fund (STRF) Fee Change

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate will change from fifty cents ($0.50) per one thousand dollars ($1,000.00) of institutional charges to two dollars fifty cents ($2.50) per one thousand dollars ($1,000.00) of institutional charges for new students.

New rates are as follows:

Program	STRF Assessments
Court Reporting Certificate – Day	$167.50
Court Reporting Certificate – Night	$167.50
Court Reporting Production Specialist Certificate – Day	$65.00
Court Reporting Production Specialist Certificate – Night	$65.00
Medical Assistant Certificate – Day	$32.50
Paralegal AA – Day	$70.00
Paralegal AA – Night	$70.00

Students will sign an acknowledgement outlining the STRF increase.

Satisfactory Academic Progress

Campus Standards

Federal regulations require all institutions that participate in Title IV aid programs to define and monitor satisfactory academic progress (SAP) for all financial aid recipients. The standards must be the same as, or at least as stringent as, the SAP standards for non-financial aid recipients. The standards must be applied to all students, both full-time and part-time.

At South Coast College, the satisfactory academic progress standards are monitored in three areas:

1. Cumulative Grade Point Average (CGPA)
2. Maximum Time Frame for Completion of Program (150%)
3. Percentage of Credits to be Completed at Evaluation Points (67% of Attempted Credits or Clock Hours, whichever applies)

- SAP standards 1-3 are monitored for degree-seeking students in annual increments and for all other program students in quarterly increments. (**Note**: "Annual," as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)

Notification to Student

- Any student not meeting one or more of the SAP requirements will be notified in writing.
- The CGPA, percentage of completed credits, and maximum time frame are reviewed annually or quarterly, based on the students' start and repackaging date. At repackaging, the students are sent a letter asking them to come into the FAO for counseling.
- Written notification includes information on the consequences of not meeting SAP standards, how to reestablish eligibility, and the appeal process.
- In a situation where students regain financial aid eligibility, they will be notified in writing by the FAO and their financial aid files will be reactivated.
- The full process for each of the three SAP areas will be discussed later in this section.

Academic Norms

SAP standards for financial aid recipients are measured against the academic norms for all students in the three areas:

1. Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is based on a 4.0 scale as follows:

A=4	B=3	C=2	D=1	F=0

Students must have a 2.0 CGPA at the end of each academic year for longer programs or at the end of each quarter for programs a year or under, and at each review period thereafter. A 2.0 or above is required for graduation in all programs.

Students who do not have a 2.0 CGPA at the end of each academic year, or at any annual review thereafter, will be taken off financial aid. Students who do not have a 2.0 CGPA at the end of a quarter will be placed on financial aid warning until the next quarter. Students who do not have a 2.0 CGPA at the end of the upcoming quarter will be taken off financial aid. These students can reestablish their

financial aid eligibility by either 1) attending without financial aid (paying cash) and bringing their CGPA back to a 2.0; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the FAO and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for an appeal will be academically dismissed.

2. Maximum Time Frame for Completion of Program

Federal regulations require schools to set a limit to the amount of time a student can work toward any degree or certification and maintain their financial aid eligibility. At SCC we use the maximum time frame allowed, which is 150% of the normal published program length. The time frame for each program measured in credits and clock hours is as follows:

Program	Normal Time (Credits)	Maximum Time Frame (Credits)
Court Reporting (Certificate)	177	265
Court Reporting Production Specialist, Emphasis Transcript/ Document Production (Certificate)	96	144
Paralegal	96	144
Medical Assistant	36	54

Students who do not meet the maximum time frame requirement can file an appeal if they believe they have extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated.

3. Percentage of Credits Completed

To ensure that students are able to finish their program within the 150% time frame allowed, the FAO monitors the percentage of cumulative credits completed annually or quarterly. Students are required to complete 67% of all credits attempted during each evaluation point (annually or quarterly) depending upon the program. Students earning 67% of cumulative credits attempted are on pace to complete the program within the maximum time frame.

Students who are enrolled in either the Court Reporting Certificate program, **the Court Reporting Production Specialist, Emphasis Transcript/Document Production Certificate program**, or Paralegal Program AA degree who do not meet the percentage requirement at each evaluation point will need to file an appeal. Students in the Medical Assistant Certificate Program who do not meet the percentage requirement at the end of each evaluation point will be placed on financial aid warning for one quarter. If at the end of the quarter the student has not met the percentage requirement, he or she will have to

file an appeal. In order for the appeal to be approved, the student must meet with the program director for counseling and set up an Academic Contract outlining the steps they will be taking to improve their academic standing. If taken off financial aid, these students can reestablish their financial aid eligibility by either 1) attending without financial aid and bringing their percentage back up; or 2) appeal due to extenuating circumstances. The appeal process is discussed later in this section. Once a student regains his or her eligibility for financial aid, he or she will be notified in writing by the Financial Aid Office and his/her financial aid file will be reactivated. Students who do not wish to pay cash while reestablishing eligibility or who do not have extenuating circumstances for appeal will be academically dismissed.

Termination

Attending classes consistently is essential to the student's progress through the program. In accordance with federal requirements, if a student misses more than two weeks of school, he/she will be withdrawn from the program of study.

Evaluation of SAP Standards

The increment for SAP review varies due to the student's program and type of SAP standard being reviewed. The review increments are as follows:

1. Cumulative Grade Point Average (CGPA)
   - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal annually (**Note**: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
   - All other programs - quarterly.
2. Maximum Time Frame for Completion of Program
   - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal - annually (**Note**: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
   - All other programs - quarterly.
3. Percentage of Credits Completed
   - Certificate in Court Reporting, Certificate in the Court Reporting Production Specialist, Emphasis Transcript/Document Production; and Paralegal - annually (**Note**: Annual, as used for SAP, is 3 quarters for day students and is 4 quarters for night students.)
   - All other programs -quarterly.

Effect of Non-Academic Grades on SAP

Course withdrawals

- Withdrawals result in a "W" grade. They are counted in credits attempted but not in credits completed and affect the student's 67% completion requirement as well as the maximum time frame calculation.

Incomplete grades

- South Coast College does not give a grade of Incomplete.

Repeated courses

- Repeated courses will be counted in the calculation toward the 67% required completion of credits and the credits that count toward reaching the maximum time frame length of a program, which is 150% of the normal program length.

Non-punitive Grades
SCC does not have non-punitive grades.

Non-credit
A goal class can be taken for a letter grade or non-credit.

Remedial Classes
SCC does not have remedial classes.

Transfer of Credits

- Students who transfer into SCC may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that a student can compete in their program. Accepted transfer credits count as both attempted and completed hours.

Probation

Students may be on probation for various reasons, including but not limited to, excessive absences or not achieving academic or skill progress in accordance with satisfactory progress standards. The procedure is to first counsel the student with regard any issues that might cause a student to have to be placed on probation. Students placed on probation must satisfy the specific probationary requirements by the end of the probationary period in order to remain in the program. The final determination as to whether the requirements have been satisfied is up to the discretion of the Director.

Students in programs of one year or less who do not reestablish the SAP standards at the end of a warning period will be placed in a probation period during which they will have to have an approved appeal on file to continue receiving financial aid.

Students in programs longer than twelve months will not receive warning notices. If they are not meeting the Satisfactory Academic Progress standards at the time of their annual repackaging, they will not be repackaged.   Students may appeal for reinstatement of aid if they feel they have extenuating circumstances. If an appeal is approved, students will be placed on a probation period and their SAP will be reviewed quarterly. Students may receive financial aid during a probation period. Students who fail to meet the SAP standards specified in their appeal during their probation period will be terminated from financial aid until such time as they get back to the level of SAP standards required at South Coast College.

Probation Periods

Students may appeal for reinstatement of financial aid if they feel they have extenuating circumstances. If an appeal is approved, the student will be placed on probation and his/her SAP will be reviewed quarterly. Students placed on probation may continue to receive Title IV funds for one payment period while the student is on financial aid probation. Students must meet the institution's SAP standards or have an academic plan developed by the institution to monitor SAP. Students who fail to meet the SAP

standards specified in their appeal or academic plan during their probation period will be terminated from aid until such time as they get back to the level of SAP standards required at South Coast College.

Appeal Process

Students may file an appeal if they believe there are mitigating circumstances why they did not meet the campus SAP requirements, whether for CGPA, percentage of credits completed, or maximum time frame. SCC defines mitigating circumstances as including, but not being limited to:

- An act of nature that results in the displacement of the student from his/her residence.
- A documented extraordinary medical condition/serious accident.
- Death of an immediate family member.
- Unusual circumstances beyond the student's control

Appeal procedure:

- The student writes a letter to the attention of the Director of Financial Aid that includes all mitigating circumstances involved as well as an action plan for improvement. "I had issues," is an insufficient explanation.
- Any documentation that can verify or help clarify the appeal should be attached.
- If the appeal is for exceeding the maximum time frame, a letter of support from your program director outlining your academic plan for the next enrollment period is also required.
- The appeal will be taken to the campus management committee for review and action. Students will be notified of their appeal outcome within 10 working days.

Appeal Approval

If an appeal is approved, the student's financial aid will be awarded/reinstated for a probationary period. If a student fails to meet SAP standards while in their probation period, he/she will be taken off financial aid. If, at the end of a probationary period, the student is still not meeting the SAP requirements, they will be taken off of financial aid. The student will be allowed to enroll as a cash paying student until they reestablish their SAP status. Students who do not wish to enroll in a cash payment status may be dismissed.

Appeal Denial

If an appeal is denied, the student will be taken off of financial aid. Students will be allowed to enroll as cash-paying until they reestablish their SAP status. Students who do not wish to enroll in a cash-payment status may be dismissed. Students who are at the maximum time frame for their program and are denied can only reestablish eligibility by transferring into a new program.

Dismissal

If the student fails to meet the probationary requirements for other than not achieving academic standards, the student may be suspended or dismissed.

Suspension

Suspension is a forced, temporary leave from South Coast College. There are three types of suspension:

1. Academic suspension is the result of poor academic performance, lack of attendance, or violation of academic regulations.
2. Disciplinary suspension is the result of serious personal misconduct.
3. Administrative suspension is the result of failure to meet South Coast College financial obligations or failure to comply with federal, state, or local regulations.

Suspended students may not:
- Register for courses
- Attend classes
- Use campus facilities
- Participate in Student Activities

Should a student disagree with the application of the Suspension Standards, he/she must first discuss the problem with the College director or program director. If still dissatisfied, the student may then proceed through the College grievance procedure set forth elsewhere in the catalog.

Effect of Change of Program on SAP

- If students wish to change from one program to another at SCC, they need to do so in writing. Requests are reviewed by the program director to determine whether any classes are transferable from the student's prior program into their new program.
- Only the classes that are transferred into the new program are used to calculate the student's SAP in the new program.
- All credits and grade points that are not accepted into the new program are "closed" and no longer used in the student's SAP calculation
- All program requirements for SCC students are outlined in the current SCC catalog.

Effect of Additional Degree on SAP

- If students wish to work toward an additional degree, they need to apply in writing. Requests are reviewed by the program director to see if any classes are transferable from the student's prior degree into their new degree.
- Only the courses that apply to the additional degree are used to calculate the students SAP in their new degree program.
- All credits and grade points that are not accepted into the new program will be "closed" and no longer used in the students SAP calculation
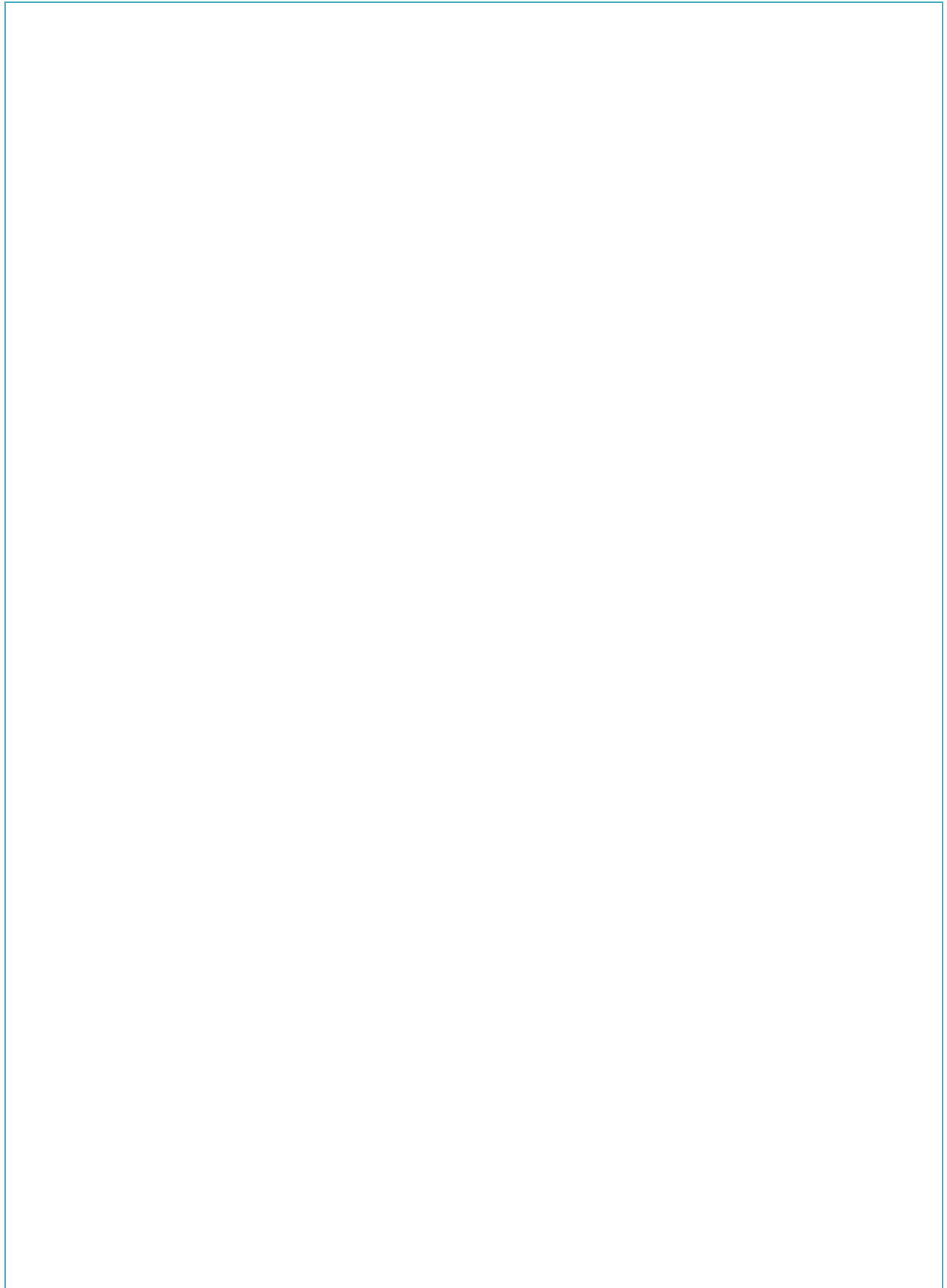
All program requirements for South Coast College students are outlined in this catalog.

Effect of Transfer of Credits on SAP

Students who transfer into South Coast College may have their academic credits reviewed for acceptance into their program. Courses that are transferred into a program will be counted toward the 150% maximum time frame that students can complete in their program. Transfer credits do not count in students' 67% completion rate or in their CGPA.

SAP Requirement for Program Graduation
- A CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

Faculty and Staff

Board of Directors

South Coast College is owned by Orange County College of Court Reporting, Inc. The board of directors is as follows:

President   Jean Gonzalez
Secretary   Jila Andelibi

Administrative Staff

Administration	
Chief Executive Officer Chief Academic Officer (Court Reporting/Legal) College Director President/College Director Distance Education Administrator	Jean Gonzalez
Administrative Services	
Dean of Finance and Administration • Audit Compliance Coordinator • Human Resources	Jila Andelibi
Chief Operating Officer Director of Operations Safety and Security Compliance Manager Student Services Coordinator Supervisor of Admissions IT Support	Kevin Magner
Admissions Team	
Admissions Representative	Nancy Collias
Enrollment Compliance Officer	Alexandra Castle
Student Services (Bookstore and WISE Attendance)	
Administrative Specialist/Bookstore Manager • Special Projects • Placement Verification Coordinator • WISE Attendance Student Support	Andy Andelibi
Student Services (Library/ Learning Resource Center)	
Librarian of Record / Learning Resource Center Manager	Jose Trujillo
Student Services (Technology/Media/Learning Resources)	
Director of Information Technology	Kevin Magner
Information Technology Support	Jonathan Cortes
Media and Educational Support	Victor Benkovic
Grading Resource Center	Staff
Medical Laboratory	Jose Carlos Calderon

Student Services (Financial Aid/Satisfactory Progress)	
Director of Financial Aid • Compliance Officer • Monitor of Satisfactory Progress • VA Certifying Officer • Sallie Mae Certifying Officer (Private Loans)	Michael Ly
Financial Aid Administrator • Student Academic and FA Services (Attendance Follow-up, Status Changes, Income Verification for Housing, In-school deferments)	Juana Rios
Student Services (Apprenticeship/Externship Placement)	
Supervisor of Apprenticeship/Placement (Court Reporting)	Yolanda Krieger
Supervisor of Externship/Placement (Medical Programs)	Dr. Tehmina Khan
Supervisor of Externship/Placement (Legal Programs) Coordinator of Externship/Placement (Medical Programs)	Stewart Lambert
Student Services (Registrar / Student Records) and Compliance Reports	
Registrar Records Manager Attendance Tracker Compliance Reports ACCSC, BPPE, IPEDs, NCRA	Yoshiko Izumi
Faculty Directors	
Director of Court Reporting	Yolanda Krieger
Director of Medical Programs	Dr. Tehmina Khan
Director of Legal Programs	Stewart Lambert

South Coast College Faculty

Mary Augustine, CSR, AAS
Instructor, Court Reporting Program
AAS, South Coast College, CA
Major: Court Reporting
CSR, California Court Reporters Board

Mary Augustine is a California Certified Shorthand Reporter (CSR). Ms. Augustine received her Certificate and AAS degree in Court Reporting from South Coast College.

Ms. Augustine worked as a reporter for over 10 years and taught theory at night at South Coast College. Before returning to South Coast College, Ms. Augustine was employed with the Westminster School District as a para-educator for the Special Education Department for over five years.

Ms. Augustine currently teaches theory and skill development classes in the court reporting program at South Coast College. Ms. Augustine contributed to the creation of the instructional materials for the Perfect Practice Program.

Joseph R. Burt, MA, BA

Instructor, Court Reporting
MA, California State University, Fullerton, CA
Major: English
BA, University of California, Irvine, CA
Major: English

Joseph R. Burt earned his Bachelor of Arts degree in English from the University of California at Irvine and his MA degree from California State University, Fullerton.

Professor Burt is an English instructor in the court reporting program and occasionally teaches general education classes for the Paralegal AA degree at South Coast College.

William B. Dixon, JD, BA

Instructor, Court Reporting and Paralegal programs
JD, Western State University, College of Law, Fullerton, CA
Major: Law
BA, California State University, Long Beach, CA
Major: Political Science

William B. Dixon obtained his BA degree in political science from California State University, Long Beach and JD degree from Western State University, College of Law, Fullerton, CA.

Professor Dixon was Associate Dean of Academics; Assistant Dean of Academics; Assistant Dean of Students; and Dean of Student and Alumni Affairs / Assistant Dean of Academic Administration (Part-time Division) at Western State University and was an adjunct faculty member at Pacific West College of Law in Orange, CA.

Professor Dixon retired as Director/Instructor of Legal Studies at South Coast College but remains on the staff of South Coast College as an adjunct instructor and continues to provide legal counsel services for South Coast College. Professor Dixon contributed to the creation of the instructional materials for Perfect Steno vocabulary puzzles.

Starla Fetcho, AA

Instructor, Paralegal Program
AA, South Coast College, Orange, CA
Major: Paralegal

Starla Fetcho is a graduate of the Paralegal Program at South Coast College was employed for three years as a receptionist at the Law Office of Hugh Douglas Whitemore, JD, a year as a legal secretary for the Law Office of Holzer and is currently employed as a Legal Assistant at Pedersen Law. Ms. Fetcho is highly skilled in legal software applications and electronic investigative research methods.

Ms. Fetcho is currently an instructor in the Paralegal program teaching legal software applications at South Coast College.

Kathy Genevay, CSR, AAS
Instructor, Court Reporting
AAS, South Coast College, CA
Major: Court Reporting
CSR, California Court Reporters Board

Kathy Genevay is a California Certified Shorthand Reporter (CSR). Ms. Genevay received her Certificate and AAS degree in Court Reporting from South Coast College and worked as a deposition reporter. During that time, she began teaching part-time at South Coast College. She also passed the Certified Hearing Reporter Examination administered by the Department of Industrial Relations. Ms. Genevay was also a court reporting instructor at CEI College, formerly Lee College, for over 10 years. She is currently a court reporting instructor who teaches both day and evening courses. She is sought after as a reader for various certifying examinations.

Ms. Genevay contributed to the creation of the instructional materials for the Steno Medical course and the Perfect Practice Program.

She has been affiliated with South Coast College since 1989.

Jean Gonzalez, MA, BA
Director/Instructor, Court Reporting
MA, Kent State University, Kent, OH
Major: English   Minor: Education
BA, University of Scranton, Scranton, PA
Major: English   Minor: Philosophy

Jean Gonzalez received a BA degree from the University of Scranton where she earned a General Excellence in the Arts Award and an MA degree in Teaching from Kent State University. She holds community college credentials in the fields of English, Office Technologies, and Computer-related Technologies.

Ms. Gonzalez has extensive teaching experience in court reporting, computer-related courses, and English. She has taught at every level of education from high school through university level, both public and private, and has authored over 20 textbooks in the fields of court reporting, office automation, business communications, word processing, and programming.

Ms. Gonzalez currently teaches theory and CSR Review courses. Ms. Gonzalez conceptualized the creation of both the StenoMaster and Perfect Practice programs and implemented both for use at South Coast College.

Zari Hadjian, JD, BS
Instructor, Paralegal Program
JD, Whittier School of Law, Whittier
Major: Law
BS, University of Science and Arts of Oklahoma
Major: Accounting

Professor Hadjian received her law degree from Whittier School of Law and BS in Accounting from the University of Science and Arts of Oklahoma. Professor Hadjian established her law firm, Hadjian Law, PC, in 2004. Professor Hadjian has a great deal of experience in personal injury, family law, and immigration law.

Ms. Hadjian currently is a part-time instructor teaching family law courses.

Jennifer Hawk, MFA, BA
Instructor, Paralegal Program
MFA, California State University, Long Beach
Major: English
BA, California State University, Long Beach,
Major: English

Jennifer Hawk received her MFA English degree and BA English degree from California State University, Long Beach. She has been teaching English-related courses for over 16 years. She also was the founder and director of Blue Lotus Academy.

Ms. Hawk currently is an English instructor for the Paralegal Program at South Coast College.

Jewels Jin
Instructor, Paralegal Program
Juris Doctorate, Chapman Law School
Major: Law
Bachelor of Arts, University of California, Irvine
Major: Political Science

Jewels Jin received a B.A. in Political Science from the University of California, Irvine. She then received a Juris Doctorate degree from Chapman University Law School. In 2013, she founded Jewels J. Jin, Esquire, APC, a law firm in Santa Ana, California. In addition to her legal experience, Ms. Jin was an owner and managing partner of Crown Dental in Las Vegas, Nevada for 12 years. She also participated in a trial advocacy partnership at the Orange County District Attorney's Office. She has achieved several distinctions in the legal field including recognition as being in the top 2.5 percent of California attorneys.

Ms. Jin currently is a Paralegal program instructor at South Coast College.

Tehmina Ashraf Khan, MD, MPH
Director of Medical programs / Instructor, Medical Assistant Program
MPH, California State University, Fullerton, CA
Major: Public Health
MD, Liaquat University of Medical and Health Sciences, Pakistan
Major: Medicine
Certificate, Orange Coast College, Costa Mesa, CA
Major: Electronic Health Records Manager

Tehmina Ashraf Khan received her Doctor of Medicine degree from the Liaquat University of Medical and Health Sciences, Pakistan.   She received a Master's degree in Public Health from California State

University, Fullerton. She also holds a Certificate in Electronic Health Records Manager from Orange Coast College.

Dr. Khan was employed as a medical doctor and administrator for the Punjab Health Department in Pakistan. She has been an Electronic Health Records Trainer for the Rosemead Medical Plaza and a medical billing and coding specialist for the Foundation Medical Group.

She also has teaching experience as an instructor of medical programs for PCI College.

Dr. Khan teaches classes in the medical assistant program and general education courses in paralegal and court reporting.

Yolanda Krieger, CSR, CVR, AAS

Director of Court Reporting / Instructor, Court Reporting Program
AAS, South Coast College, CA
Major: Court Reporting
CSR, California Court Reporters Board
CVR, National Verbatim Reporters Association

Yolanda Krieger is a California Certified Shorthand Reporter (CSR) in both steno and voice. She is also a Certified Verbatim Reporting (CVR) with the National Verbatim Reporters Association (NVRA). Ms. Krieger received court reporting training at Tri-Community College and an AAS degree in Court Reporting from South Coast College. She was a deposition reporter for several years before joining the court reporting staff at South Coast College.

Ms. Krieger is the Director of Court Reporting at South Coast College and teaches an occasional skill building course. She is also the Apprenticeship/Placement Coordinator for the court reporting programs. Ms. Krieger contributed to the creation of the instructional materials for the Perfect Practice Program.

Stewart Lambert, JD, BS, BA, AA

Director of Paralegal Program /Instructor /Title IX Coordinator /VAWA Compliance Program Coordinator /Associate Distance Education Administrator
JD, Pacific West College of Law
Major: Law
BS, Pacific West College of Law
BA, University of California, Irvine
Major: Criminology, Law & Society
AA, Orange Coast College
Major: Pre-law

Mr. Lambert is the Paralegal Program Director and the Externship/Placement Coordinator for the Paralegal and Medical Assistant departments.

Prior to teaching at South Coast College, Mr. Lambert was employed at the State Legislature in Honolulu, Hawaii. His most recent position there was Office Manager for a State House-Elected Representative. Prior to that he was a Legislative Attorney for the House Minority Research Office and a Legislative Analyst for a House-Elected Representative. Prior to working at the state legislature, Mr. Lambert was a paralegal instructor and internship coordinator for Heald College in Honolulu, Hawaii. Mr. Lambert has varied legal

experience with several law firms specializing in civil and criminal law, most notably in immigration law and deportation defense.

Stewart Lambert earned his Juris Doctor Degree from Pacific West College of Law, attended Western State University College of Law and University of California, Irvine where he earned his Bachelor's in Criminology, Law and Society. He also studied abroad at the National University of Singapore Faculty of Law where he earned a certificate for successfully completing several international law courses, and he completed his legal internship in Ho Chi Minh city (formerly Saigon) in Vietnam. He is a California Certified Mediator and has mediated assault & battery and truancy cases. In his spare time, he has an interest in video and photography.

Mr. Lambert also serves as the campus Title IX Coordinator and the VAWA Compliance Program Coordinator.

Stephanie Leslie, AA, CSR, RPR, CCRR
Instructor, Court Reporting
AA, Florida College, Temple Terrace, FL
Major: General Education

Certificate, South Coast College
Major: Court Reporting
CSR, California Court Reporters Board

Stephanie Leslie is a California Certified Shorthand Reporter (CSR). Ms. Leslie received her AA degree in General Education from Florida College and graduated with high honors from South Coast College after completing the court reporting program certificate. Ms. Leslie is on the Board of the Deposition Reporters Association (DRA) and is the co-owner with her husband, Isaiah Leslie, of Regal Court Reporters with offices in Orange and LA counties.

As an alumna, Ms. Leslie devotes a great deal of energy to supporting the students of South Coast College. She is a frequent speaker in classes, engages students in support activities sponsored by DRA, and participates in many of the college's extracurricular activities and has participated on the Program Advisory Committee for Court Reporting. She is currently the president of the Deposition Reporters Association (DRA).

Ms. Leslie is a deposition procedures instructor for the court reporting program.

Thomas James Lo, JD, BA
Instructor, Paralegal Program
JD, Western State University, College of Law, Fullerton, CA
Major: Law
BA, California State University, Long Beach, CA
Major: Political Science

Thomas James Lo received his JD degree from Western State University and a BA degree in Political Science from California State University, Long Beach. He holds a California State Bar license.

Professor Lo was the Senior Deputy Public Defender for the Orange County Public Defender's office for over 14 years and has been practicing law since 1991. In 2020, he was appointed as a Judge in the Superior Court of Orange County.

Professor Lo has been a part-time paralegal instructor in the Paralegal Program at South Coast College since 2005.

Rick Louie, BSEE
Instructor, Court Reporting and Court Reporting Production Specialist programs
BSEE, California State University, Fullerton, CA
Major: Electrical Engineering Emphasis: Computer Engineering
Certificate, South Coast College
Major: Court Reporting Production Specialist Program, Emphasis Transcript/Document Production

Rick Louie received his BSEE degree from California State University, Fullerton and attained the speed of 200 wpm in the Court Reporting Program at South Coast College. He subsequently graduated from the Court Reporting Production Specialist program from South Coast College and was self-employed as a scopist since 2011.

Mr. Louie has over 14 years' experience in the computer-aided transcription area working for Gigatron Corporation. He has held positions in technical support, marketing, and supervision/management. His current position involves helping court reporters with their computers and software daily over the phone and in person.

His expertise extends not only to the Gigatron software but to other CAT systems as well. He regularly conducts seminars to teach computers and StenoCAT software and writes articles for both Gigatron and the StenoCAT Users Group. He recently joined ProCAT and has been instrumental in enhancing both the steno and voice features of ProCAT software.

Mr. Louie assisted in the development and implementation of the Perfect Practice Program (PPP) for the court reporting program and in the implementation of distance learning at South Coast College. Mr. Louis regularly conducts training webinars for StenoCAT software and has for many years provided technical assistance to court reporters including technical assistance for a court reporter who captioned using StenoCAT software at Camp David for a past president of the United States.

Mr. Louie is a part-time instructor in the court reporting computer courses teaching software and scoping skills. He and Lisa Trow provided a great portion of the industry knowledge necessary to create the curriculum for the Court Reporting Specialist program.

Katherine Magner, CSR
Instructor, Court Reporting Program
Certificate, South Coast College, CA
Major: Court Reporting
CSR, California Court Reporters Board

Katherine Magner is a California Certified Shorthand Reporter (CSR). Ms. Magner received her Certificate from South Coast College.

Ms. Magner worked as a deposition reporter for over six years. Ms. Magner is currently employed as an official court reporter in Orange County Superior Court.

Ms. Magner currently teaches theory classes in the court reporting program at night at South Coast College.

Kevin Magner

Director of Operations, Safety and Security Compliance Manager/ Student Services Coordinator/ Supervisor of Admissions/ Instructor, Court Reporting
Mount Saint Mary's College, Emmitsburg, MD
Major: English
Orange Coast College, Costa Mesa, CA
Major: Business Management
University of Phoenix, Costa Mesa, CA
Major: Business Administration

Kevin Magner attended Mount Saint Mary's College (English); Orange Coast College (Business Management); and University of Phoenix (Business Administration). His course work included numerous computer technology courses including Introduction to Computers, Basic and Fortran programming, and System Analysis.

Mr. Magner has attended professional development courses during previous employment that included database implementation and management.

Mr. Magner was responsible for the implementation of a just-in-time inventory system at Ricoh Electronics copier production facility; a warehouse inventory system implementation at Shurlok Corporation; and a tracking system for Consolidated Controls. Mr. Magner gained additional technology experience as an account manager for Data Recall, a company specializing in automated data-entry systems.

Mr. Magner has managed the IT Department for South Coast College during which time he has attended additional technology courses including Advanced Microsoft Excel and Access courses and Adobe GoLive Web Development software courses at New Horizons, a corporate software training company.

Mr. Magner was responsible for introducing Microsoft Teams to South Coast College and in the implementation of Microsoft Teams for the distance learning courses at South Coast College. Mr. Magner was instrumental in the creation of the Perfect Practice Program.

Mr. Magner teaches computer-related classes part-time at South Coast College.

Suzanne Metcalf, CSR, CVR, AAS

Instructor, Court Reporting
Certificate, Cypress College, Cypress, CA
Major: Court Reporting
AAS, South Coast College, CA
Major: Realtime Court Reporting
CSR, California Court Reporters Board

CVR, National Verbatim Reporters Association

Suzanne Metcalf is a California Certified Shorthand Reporter (CSR) in both steno and voice. She is also a Certified Verbatim Reporting (CVR) with the National Verbatim Reporters Association (NVRA). Ms. Metcalf received her Certificate in Court Reporting from Cypress College and an AAS degree in Realtime Court Reporting from South Coast College. In the past, she attained certification as a National Court Reporters Association Certified Realtime Instructor.

Ms. Metcalf worked as a deposition reporter for several years. She has extensive practice in expert witness and percipient witness depositions. Ms. Metcalf is currently a day and evening instructor at South Coast College. Ms. Metcalf contributed to the creation of the instructional materials for the Perfect Practice Program.

Amanda Monard, JD, ABA Paralegal Certifícate, BA
Instructor, Paralegal Program
JD, Northwestern California University, School of Law, CA
Major: Law
ABA Paralegal Certificate, University of California, Irvine, CA
Major: Paralegal
BA, University of California, Irvine
Major: Social Ecology (Specialization in Criminal Justice)

Professor Monard is employed at the Law Office of Ronald E. Monard and has extensive experience as a mediator and legal researcher and has taught at California State University, Dominguez Hills; Webster University, Irvine Metro Campus; Abraham Lincoln University; and Bryant and Stratton College-Online. She has taught courses in cyber security, criminal procedure, criminal investigations, and a variety of paralegal courses.

Professor Monard is currently a part-time instructor in the Paralegal Program at South Coast College.

Ron Monard, JD, BA
Instructor, Paralegal Program/Associate Distance Education Administrator
JD, Western State University, College of Law, CA
Major: Law
BA, University of California, Irvine
Major: Social Ecology (Specialization in Criminal Justice)

Professor Monard has been the principal of the Law Office of Ronald E. Monard since 1998. His office specializes in business law (with emphasis in transactional matters such as contracts, corporations, and negotiations), estate planning, and employment law matters such as discrimination, harassment, retaliation, and workers compensation. He has also taught at Bryant and Stratton College, Webster University, Irvine Campus. He has extensive online teaching experience.

Professor Monard is currently a part-time instructor in the Paralegal Program at South Coast College.

Andrea Rinker-Chavez, CSR, RPR, CLR, CRR, CCRR
Instructor, Court Reporting
AAS, South Coast College, CA

Major: Court Reporting
CSR, California Court Reporters Board
BA, Criminal Justice
RPR, National Court Reporters Association
CLR, National Court Reporters Association
CRR, National Court Reporters Association
CCRR, National Court Reporters Association

Andrea Rinker-Chavez is a California Certified Shorthand Reporter (CSR). Ms. Rinker-Chavez received her AAS degree in Court Reporting from South Coast College after receiving a BA degree in Criminal Justice from Cal State University, Stanislaus. Ms. Rinker-Chavez graduated with high honors from South Coast College after completing the court reporting program in record time and qualifying for the State examination on her first attempt. Ms. Rinker-Chavez served on the Board of the Deposition Reporters Association (DRA) and is an official court reporter in Orange County Superior Court. She is currently the president of the Orange County Superior Court Reporters Association.

As an alumna, Ms. Rinker-Chavez devotes a great deal of energy to supporting the students of South Coast College. She is a frequent speaker in classes, engages students in support activities sponsored by DRA, and participates in many of the college's extracurricular activities.

Ms. Rinker-Chavez is a court procedures instructor for the court reporting program.

Lisa Trow, Certificate in CRPS, Emphasis Transcript/Document Production
Instructor, CRPS, Emphasis Transcript/Document Production
Certificate, South Coast College
Major: CRPS, Emphasis Transcript/Document Production

Ms. Trow reached the 200 wpm level in the Court Reporting Program at South Coast College and completed the Court Reporting Production Specialist program. She previously had worked as a grader at South Coast College for several years. Ms. Trow has been a StenoCAT scopist since 2010 and has built a successful scoping business servicing both court and deposition reporters.

She and Rick Louie provided the industry knowledge necessary to create the curriculum for the Court Reporting Production Specialist program.

She currently teaches in the Court Reporting Production Specialist program.

Jose Trujillo, DBS, MA, BA
Instructor, Paralegal Program
DBS, Argosy University, Orange County, CA
Major: Business Management and Marketing
MA, University of California, Irvine, CA
Major: Psychology
BA, California State University, Los Angeles
Major: Psychology

Professor Trujillo has extensive teaching experience at various levels from elementary to university level. He has extensive tutoring and learning resource center management experience. He was the Online Writing and Math Community and Institutional Review Board Coordinator at Brandman University (Chapman University System) and was the Learning Resource Center Manager and Learner Support Specialist at Argosy University.

Professor Trujillo currently teaches psychology in the Paralegal Program.