

CATALOG

2014-2015

Revised: 06/2014



COURT REPORTING
PARALEGAL STUDIES
LEGAL ADMINISTRATIVE ASSISTANT
MEDICAL ASSISTANT

2011 West Chapman Avenue
Orange, California 92868
714-867-5009 P
714-867-5026 F
1-800-33-STENO
www.southcoastcollege.edu

© 1990-2014
by South Coast College
2011 West Chapman Avenue, Orange, California 92868

All rights reserved. No part of this book may be reproduced
in any form or by any means without permission in writing
from the South Coast College.

Printed in the United States of America
10 9 8 7 6 5 4 3 2 1

■ ABOUT SOUTH COAST COLLEGE		■ COURT REPORTING PROGRAMS	11
Our History	1	CALIFORNIA COURT REPORTER LAW	
Mission Statement	1	Court Reporting is a State-Licensed Profession	11
Our Philosophy	1	COURT REPORTING PROGRAMS	12
Student Population	1	Program Objective	12
Objectives	2	Program Description	12
Expected Outcomes	3	COURT REPORTING PROGRAM (AAS DEGREE)	13
Shorthand Reporters	3	Shorthand Machine Courses	13
Legal Administrative Assistants / Legal Secretaries	3	Academic Courses	14
Paralegals	3	Court Reporting (Day Program)	15
Medical Assistants	4	Court Reporting (Night Program)	17
A Word About South Coast College	4	Graduation Requirements	19
		Explanation of Course Numbering System	19
■ ACADEMIC CALENDAR	5	Course Descriptions – Court Reporting Programs	20
		COURT REPORTING PROGRAM (CERTIFICATE)	36
■ ADMISSION AND TUITION	6	Shorthand Machine Courses	36
Selection of Your College	6	Academic Courses	36
Admissions	6	Graduation Requirements	37
Nondiscrimination	7		
Tuition	7		
Academic Year	7		
■ APPROVALS	8		
Accreditation	9		
Memberships	9		
■ PROGRAMS OFFERED AND GENERAL EDUCATION	10		
Programs Offered	10		
Degree Programs	10		
Certificate Programs	10		
General Education for AA and AAS			
Degree-Granting Programs	10		

■ ■ ■ TABLE OF CONTENTS

■ LEGAL PROGRAMS	38	■ STUDENT SERVICES INFORMATION	62
PARALEGAL STUDIES PROGRAM (AA DEGREE)	38	Facilities and Equipment	62
Program Objective	38	Summary of Student Services/Activities	62
Program Description	38	Bookstore	62
Associate of Arts Degree - Paralegal Studies Program	38	Car Pooling	63
Paralegal Studies (Day Program)	39	Campus Safety	63
Paralegal Studies (Night Program)	40	Computer Learning Centers	63
Graduation Requirements	41	Counseling	63
Explanation of Course Numbering System	41	Disabled Students	63
Course Descriptions – Paralegal Studies Program	42	Identification Cards	63
LEGAL ADMINISTRATIVE ASSISTANT /		Library / Learning Resource Centers	64
LEGAL SECRETARY PROGRAM (CERTIFICATE)	50	Lifetime Brush-up Program - Court Reporting Only	64
Program Objective	50	Media Library	64
Program Description	50	Parking	64
Legal Administrative Assistant /		Placement Assistance Services	64
Legal Secretary (Day Program)	50	Prior Education Transcripts	65
Legal Administrative Assistant /		Stenotype Machine Rental	65
Legal Secretary (Night Program)	51	Student Housing	65
Graduation Requirements	51	Student Lounge	65
Explanation of Course Numbering System	51	Student Records	65
Course Descriptions – Legal Administrative		Tutorial Services	65
Assistant / Legal Secretary Program	52		
■ MEDICAL ASSISTANT PROGRAM (CERTIFICATE)	57		
Program Objective	57		
Program Description	57		
Certificate - Medical Assistant	58		
Medical Assistant (Day Program)	58		
Graduation Requirements	58		
Explanation of Course Numbering System	58		
Course Descriptions – Medical Assistant Program	59		

■ COLLEGE POLICIES AND PROCEDURES	66		
PROCEDURES FOR ALL PROGRAMS	66		
Cell Phone Usage	66		
Class Hours and Credit Awarded	66		
Class Schedules	66		
Day Program Hours	66		
Evening Program Hours	66		
Classroom Etiquette	67		
Dress Code	67		
Drug and Alcohol Abuse Policy	67		
Food and Drink	67		
Exemption from Courses	67		
Graduation Requirements	68		
Incomplete Grades	68		
Make-up Work	68		
Noncredit Remedial Courses	68		
Withdrawing from Courses	68		
Grading Standards	68		
Grievance Procedure	69		
Definition of a Grievance	69		
Steps Toward Redress	69		
Recourse After Hearing	70		
Leave of Absence Policy	71		
Nonharassment Policy	71		
Out-of-Class Learning Activities	71		
Evaluation of Out-of-Class Learning Activities	71		
Parking	71		
Refunds	71		
Registration (<i>Required Quarterly</i>)	72		
Repeated Courses	72		
College Liability	72		
Smoking	72		
		Standards of Student Conduct	73
		Procedures and Appeal Process for Unethical Student Conduct	73
		Consequences and Recourse	73
		Tardiness	73
		Transferring Credits from South Coast College	74
		Transferring: Day-to-Evening / Evening-to-Day	74
		Transfer Students from Other Colleges	74
		Veterans Notice	74
		Withdrawing from College	74
		Work Experience Credit	75
		PROGRAM-SPECIFIC PROCEDURES	75
		COURT REPORTING PROGRAMS	75
		Achievement Awards	75
		Apprenticeships	75
		Attendance	75
		Audit Courses	76
		Grading of Skill Courses	76
		Individual Progress	76
		Length of Course	76
		Nonmatriculating Students	77
		Practice	77
		Qualifiers	77
		Repeated Courses	78
		Testing in Skill Courses	78
		Required Number of Tests	78
		Transcription Time	79
		Typing Credits	79
		Skill Test Requirements for Degree at South Coast College Versus Qualifying for Certified Shorthand Reporter (CSR) Examination	80

■ ■ ■ TABLE OF CONTENTS

LEGAL PROGRAMS	81	Warning Periods	90
Attendance	81	Probation	90
Externships	81	Appeal Process	91
Length of Course	81	Appeal Procedure	91
MEDICAL PROGRAMS	82	Appeal Approval	91
Attendance	82	Appeal Denial	91
Externships	82	Dismissal	91
Length of Course	82	Suspension	92
		Grounds for Dismissal	92
■ CONSUMER INFORMATION <i>Student Rights</i>	83	Effect of Change of Program on SAP	92
Cancellation of Enrollment Agreement	83	Effect of Additional Degree on SAP	93
Disclosures	84	Effect of Transfer of Credits on SAP	93
		SAP Requirement for Program Graduation	93
■ STUDENT FINANCIAL ASSISTANCE	85		
Cash-Paying Students	85	■ ADMINISTRATION	94
Student Financial Assistance	85	Board of Directors	94
Grants	85	Administrative Staff	94
Work Study	85		
Loans	85	■ FACULTY MEMBERS	95
■ SATISFACTORY ACADEMIC PROGRESS	86		
Campus Standards	86	Addendum A	TUITION AND FEE SCHEDULE
Notification of Student	86	Addendum B	CONSUMER INFORMATION HANDBOOK – FINANCIAL AID INFORMATION
Academic Norms	86	Addendum C	BOOKSTORE PRICE LIST
Cumulative Grade Point Average (CGPA)	86	Addendum D	CHANGES IN CATALOG, IF ANY
Pace to Completion	87	Addendum E	MEDICAL TRANSCRIPTION PROGRAM
Credit-Based Evaluation – All Programs	87	Addendum F	REALTIME PROGRAMS
Clock-Hour-Based Evaluation – Court Reporting	87		
Maximum Time Frame for Completion of Program	88	Appendix A	ADMISSIONS – EVIDENCE OF HIGH SCHOOL GRADUATION / FOREIGN STUDENTS
Credit-Based Evaluation – All Programs	88		
Clock-Hour-Based Evaluation – Court Reporting	89		
Effect of Nonacademic Grades on SAP	89		
Credit for Skill Progression	90		
Academic Deficiencies	90		

ABOUT SOUTH COAST COLLEGE

OUR 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, legal administrative assistant / legal secretary, 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.

OUR 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.

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, legal administrative assistant / legal secretary, 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 are capable of pursuing a post-secondary career,
- train students in the ethical and professional obligations and considerations of their chosen careers.

EXPECTED OUTCOMES

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

SHORTHAND REPORTERS

Shorthand reporters who graduate from the certificate program (Court Reporting) meet the minimum standard set forth by the Court Reporters Board (CRB) of California (including a shorthand skill of 200 wpm) to take the Certified Shorthand Reporter 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 reporters who graduate from the degree program (Court Reporting) meet the additional standards set forth by the National Court Reporters Association (including a shorthand skill of 225 wpm). They will have attained the proficiencies required to take and pass a Registered Professional Reporter examination, allowing them to work in states that require only that designation for employment.

Shorthand reporters who graduate from either the AAS degree or certificate programs are qualified with skills to work in entry-level positions that include rapid-data entry, CART reporting for the hearing-impaired, hearing reporter in courts, or captioners.

LEGAL ADMINISTRATIVE ASSISTANTS / LEGAL SECRETARIES

Legal administrative assistants / legal secretaries who complete the certificate program (Legal Administrative / Legal Secretary) are able to work in entry-level legal administrative and legal secretarial positions in law offices and other legal-related offices. They will have computer skills, communication and office skills, legal document preparation and assembly skills, including a keyboarding skill of 50 wpm.

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.

MEDICAL ASSISTANTS

Medical Assistants who complete the certificate program (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.

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.

ACADEMIC CALENDAR

Mid-Summer Quarter Begins	July 7, 2014
Independence Day	July 4, 2014
Fall Quarter Registration	August 5/7, 2014

FALL QUARTER BEGINS August 25, 2014

Labor Day	September 1, 2014
Mid-Fall Quarter Begins	October 6, 2014
Winter Quarter Registration	October 28/30, 2014
Veterans Day	November 11, 2014

WINTER QUARTER BEGINS November 17, 2014

Thanksgiving Holiday	November 27 and 28, 2014
Christmas Holiday	December 25, 2014
New Year's Day	January 1, 2015
Mid-Winter Quarter Begins	January 5, 2015
Martin Luther King's Birthday	January 19, 2015
Spring Quarter Registration	January 27/29, 2015
Presidents' Day	February 16, 2015

SPRING QUARTER BEGINS February 23, 2015

Mid-Spring Quarter Begins	April 6, 2015
Summer Quarter Registration	April 28/30, 2015

SUMMER QUARTER BEGINS May 26, 2015

Memorial Day	May 25, 2015
Mid-Summer Quarter Begins	July 6, 2015

Note: All South Coast College class sessions are conducted in residence on our campus located at 2011 West Chapman Avenue, Orange, California 92868.

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 the comparison of our college with any other that you may visit. Our over 50 years of experience in creating professionals for the medical and legal fields will serve you well.

ADMISSIONS

The specific requirements and procedures for admission to South Coast College are the following:

1. A high school diploma (or proof of equivalency such as a high school transcript, GED certificate, college transcript, or college diploma) must be submitted as proof of ability to do college-level work. 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.
2. All applicants must complete the required admissions documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule (Addendum A) and in the Enrollment Agreement.
3. All applicants must meet with an admissions representative for an informational interview. Parents and spouses are encouraged to be present.
4. All applicants are required to tour the campus at the time of their informational interview or at any time prior to enrolling in classes.
5. All applicants must attain a score of 50 out of 100 points on an admissions standardized inventory test and score 70 out of 100 points on an admissions standardized general knowledge test, or a combined score of 60 on a computerized entrance test.
6. All applicants must 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.
7. Recruitment is in English and all courses are taught in English. Students must be able to speak, read, and write fluently in English. English abilities will be determined through the South Coast College admissions test (noted in No. 5), 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.
8. South Coast College accepts credits from other recognized or accredited colleges or parallel courses when a grade of C or better has been achieved. Challenge examinations are available for certain courses. A \$100 test fee is charged for each challenge examination. See Exemption From Courses. Applications for credit for previous education, training, or work experience (see Work Experience Credit) must be completed prior to the first day of the course for which the transfer credit is requested. Allowance of credit may be based upon evaluation of official transcripts or examination.
9. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.
10. All applicants must pay a required registration fee.

11. Medical Assistant students must have any required health examinations, pathology tests, and immunizations completed prior to beginning clinical courses, fieldwork training, or externship experience.
12. The State, employers, and various other agencies may require criminal background checks before a student can be placed in an externship or take professional licensing certification or registration exams.
13. 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.

For detailed admissions and procedures requirements for foreign students, see Appendix A.

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 on the basis of 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.

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. So 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 units. For day students, full time is 12 units a quarter for 3 quarters; and for evening students, full time is 9 units a quarter for 4 quarters. A student must be at least half-time (6 units for day students or 5 units 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.

APPROVALS

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.

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, effective January 1, 2010.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Physical Address: 2535 Capitol Oaks Drive
Suite 400
Sacramento, CA 95833

Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov

Phone Number: 916-431-6959,
Toll-Free Number: 888-370-7589
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 calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau’s website: www.bppe.ca.gov.

DEPARTMENT OF CONSUMER AFFAIRS

Court Reporters Board of California
2535 Capitol Oaks Drive
Suite 230
Sacramento, CA 95833
www.courtreportersboard.ca.gov

Phone Number: 916-263-3660
Fax Number: 916-263-3664

NATIONAL COURT REPORTERS ASSOCIATION (NCRA)

8224 Old Courthouse Road
Vienna, VA 22182-3808
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 HEALTHCARE ASSOCIATION

11161 Overbrook Road
Leawood, Kansas 66211
www.nhanow.com

Phone Number: 800-499-9092

South Coast College is approved to administer examinations in the following:

- Billing and Coding Specialist
- Medical Administrative Assistant
- Clinical Medical Assistant
- Electronic Health Records Specialist

VETERANS ADMINISTRATION

South Coast College is approved for the training of veterans pursuant to Title 38, United States Code. 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.

ACCREDITATION**ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS**

750 First Street, NE
 Suite 980
 Washington, D.C. 20002-4223
www.acics.org

Phone Number: 202-336-6780

South Coast College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award the Academic Associate's degree, Occupational Associate's degree, and Certificates.

Documentation of approvals and accreditation is available for review with the Director of the Institution.

MEMBERSHIPS

- Association of Reporter Training Schools (ARTS)
- National Federation of Paralegal Associations, Inc. (NFPA)
- National Healthcare Association (NHA)

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.).

PROGRAMS OFFERED AND GENERAL EDUCATION

PROGRAMS OFFERED

South Coast College offers the following Associate of Applied Science degrees, Associate of Arts degree, and certificate programs:

DEGREE PROGRAMS

- AAS Court Reporting
- AA Paralegal Studies

CERTIFICATE PROGRAMS

- Certificate Court Reporting
- Certificate Medical Assistant
- Certificate Legal Administrative Assistant / Legal Secretary

GENERAL EDUCATION FOR AA AND AAS DEGREE-GRANTING PROGRAMS

PARALEGAL STUDIES

Paralegal Studies students must complete EN100, HU101, HU102, NS101, NS102, SS101, and SS102 (or SS104 in place of SS102).

COURT REPORTING AND RELATED FIELDS

Court reporting students must follow the requirements of the Court Reporters Board (CRB) of California and the National Court Reporters Association (NCRA) to meet their requirements for certification and graduation.

Note: The CR and PR Courses are defined under the court reporting curriculum in the catalog. Other courses may be substituted at the College's discretion to fulfill the General Education or elective requirements.

For course descriptions and general education offerings for Paralegal, see Paralegal Studies sections.

BASIC LIFE SKILLS

COURT REPORTING PROGRAM

CR101	Composition and Sentence Structure	5 Cr.
CR102A	Grammar and Usage - Noun Emphasis	5 Cr.
CR102B	Grammar and Usage - Verb Emphasis	5 Cr.
CR103	Analysis of the Rhetoric of Oral Communications	5 Cr.

LEGAL PROGRAMS

EN100	English Composition	4 Cr.
-------	---------------------	-------

HUMANITIES

LEGAL PROGRAMS

HU101	Survey of Literature	4 Cr.
HU102	Introduction to Philosophy	4 Cr.

SOCIAL SCIENCES

COURT REPORTING PROGRAM

CR104	Critical Reading of Local and National Current Events	5 Cr.
CR105	Critical Reading of International Current Events	5 Cr.
PR104	Introduction to Computers and Management Information Systems	2.5 Cr.
PR105	Court Reporting CAT and Realtime Software	2.5 Cr.

LEGAL PROGRAMS

SS101	Critical Reading of Current Events	4 Cr.
SS102	Computers in Society (or SS104)	3.5 Cr.
SS104	Introduction to American Government (or SS102)	3.5 Cr.
SS103	Introduction to Psychology	4 Cr.

NATURAL SCIENCES

COURT REPORTING PROGRAM

CR109	Integrated Medical Science	5 Cr.
-------	----------------------------	-------

LEGAL PROGRAMS

NS101	College Algebra	4 Cr.
NS102	Anatomy and Physiology	4 Cr.

**CALIFORNIA COURT REPORTER LAW
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. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact:

COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833
www.courtreportersboard.ca.gov

Phone Number: 916-263-3660

The Court Reporters Board of California (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.

South Coast College is approved by the National Court Reporters Association and as such must meet or in areas exceed the minimum requirements of the Court Reporters Board of California. See the comparison of the CRB (Court Reporters Board) requirements and the South Coast College requirements in the enrollment packet.

The minimum requirement of the CRB for the Certified Shorthand Reporter (CSR) examination is 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

COURT REPORTING PROGRAMS

PROGRAM OBJECTIVE

The objective of the Court Reporting Program at South Coast College is to prepare students for a wide array of careers that employ the use of the stenotype skill. Students may use this skill in many careers, including: data entry specialist, hearing reporter (in courts), CART reporting for the hearing-impaired, and captioner.

The demand for reporters in these areas is increasing as more and more of the Americans with Disabilities Act is being implemented.

To work as a court reporter in a state court or deposition reporter in the State of California requires certification by the Court Reporters Board (CRB) of California. Working in a federal court in the state does not require state licensure but may require attaining the Registered Professional Reporter (RPR) Certification by the National Court Reporters Association (NCRA).

South Coast College prepares students to take and pass both examinations.

PROGRAM DESCRIPTION

Although certification is not necessary to work in many of the fields in which the stenotype skill is involved, the courses in the Court Reporting Program are highly specialized and intensive to prepare students for the rigorous examination administered by the Court Reporters Board of California (CRB).

The newly licensed reporter is expected to be competent to perform reporting assignments that involve the welfare of others. Upon certification, the student will be qualified to work in a court or deposition where certification is required.

South Coast College has designed a training program that provides the opportunity for students to move through skill levels as fast as their skill development allows them. Students must acknowledge that they (not the College) must assume the responsibility for their progress in court reporting, as progress from one skill level to another generally requires approximately 72 hours of practice outside of class.

Students within our Day School program are required to spend a minimum of 25 hours a week in machine shorthand skill building classes, academic classes, and related practice. Students within our Night School program are required to spend a minimum of 19 hours a week in machine shorthand skill building classes, academic classes, and related practice. Hours that are missed must be made up in order for the student to be considered as following the program requirements.

COURT REPORTING PROGRAM (AAS DEGREE)
 ASSOCIATE OF APPLIED SCIENCE DEGREE
 COURT REPORTING – 192 CREDIT HOURS (ACICS)

SHORTHAND MACHINE COURSES			SHORTHAND MACHINE COURSES <i>(continued)</i>		
	ACADEMIC CREDITS	CONTACT HOURS		ACADEMIC CREDITS	CONTACT HOURS
CR201A	2.5 Cr.	30 Hrs.	CR220A	2.5 Cr.	30 Hrs.
CR201B	2.5 Cr.	30 Hrs.			
CR202AA	2.5 Cr.	30 Hrs.	CR220B	2.5 Cr.	30 Hrs.
CR202AB	2.5 Cr.	30 Hrs.			
CR202BA	2.5 Cr.	60 Hrs.	CR221A	2.5 Cr.	30 Hrs.
CR202BB	2.5 Cr.	60 Hrs.			
CR203	5 Cr.	120 Hrs.	CR221B	2.5 Cr.	30 Hrs.
CR204	5 Cr.	180 Hrs.			
CR205	5 Cr.	180 Hrs.	Note:	The lab hours are obtained by enrollment in a trail and a push class.	
CR206	5 Cr.	180 Hrs.			
CR207	5 Cr.	180 Hrs.			
CR208	5 Cr.	180 Hrs.			
CR209	5 Cr.	180 Hrs.			
CR210	5 Cr.	180 Hrs.			
CR211	5 Cr.	180 Hrs.			
CR212	5 Cr.	180 Hrs.			
CR213	5 Cr.	180 Hrs.			
CR214	5 Cr.	180 Hrs.			
CR215	5 Cr.	180 Hrs.			
CR216	5 Cr.	180 Hrs.			
CR217	5 Cr.	180 Hrs.			
CR218	5 Cr.	180 Hrs.			
CR219	5 Cr.	180 Hrs.			

Five elective credits are needed in order to achieve a total of 192 credits for the AAS degree.

COURT REPORTING PROGRAMS

ACADEMIC COURSES

Courses that meet the various classifications for the Court Reporters Board of California.

	ACADEMIC CREDITS	CONTACT HOURS
ENGLISH/VOCABULARY		
CR101 Composition and Sentence Structure	5 Cr.	60 Hrs.
CR102A Grammar and Usage - Noun Emphasis	5 Cr.	60 Hrs.
CR102B Grammar and Usage - Verb Emphasis	5 Cr.	60 Hrs.
CR103 Analysis of the Rhetoric of Oral Communications	5 Cr.	60 Hrs.
CR104 Critical Reading of Local and National Current Events	5 Cr.	60 Hrs.
CR105 Critical Reading of International Current Events	5 Cr.	60 Hrs.
LAW		
CR106 Legal Terminology	5 Cr.	60 Hrs.
CR108 Legal Research and California Codes	5 Cr.	60 Hrs.
MEDICAL		
CR109 Integrated Medical Science	5 Cr.	60 Hrs.
CR110 Medical Terminology with Steno Emphasis	5 Cr.	60 Hrs.
PROFESSIONAL		
PR101 Intermediate Typing	5 Cr.	90 Hrs.
PR103A Ethics and Procedures of Court Reporting	2.5 Cr.	30 Hrs.
PR103B Ethics and Procedures of Deposition Reporting	2.5 Cr.	30 Hrs.

PROFESSIONAL (continued)

	ACADEMIC CREDITS	CONTACT HOURS
PR104 Introduction to Computers and Management Information Systems	2.5 Cr.	30 Hrs.
PR105 Court Reporting CAT and Realtime Software	2.5 Cr.	30 Hrs.
PR106 Introduction to CAT Concepts (Dictionary Build)	2.5 Cr.	30 Hrs.
PR107 Apprenticeship - Training for Court/Deposition Reporting	3 Cr.	86 Hrs.
PR108 CSR/RPR Exam Preparation	3 Cr.	40 Hrs.
PR115A Document Preparation: Formatting	2 Cr.	24 Hrs.
PR115B Document Preparation: Speaker Identification	1.5 Cr.	30 Hrs.

ELECTIVES FOR PROFESSIONAL DEVELOPMENT

	ACADEMIC CREDITS	CONTACT HOURS
PR106ST Legal Steno	5 Cr.	60 Hrs.
PR110ST Medical Steno	5 Cr.	60 Hrs.

ELECTIVES

	ACADEMIC CREDITS	CONTACT HOURS
CR107 Basic Law	5 Cr.	60 Hrs.
CR525 Advanced Theory	2.5 Cr.	30 Hrs.
PR116A Skill Building 240 wpm	5 Cr.	180 Hrs.
PR117A Skill and Accuracy 60-110 wpm	1-1-1-1 Cr.	60 Hrs.
PR117B Skill and Accuracy 120-up wpm	1-1-1-1 Cr.	60 Hrs.
PR118A Skill Building 40 wpm	2.5 Cr.	30 Hrs.
PR118B Skill Building 50 wpm	2.5 Cr.	30 Hrs.
RE202 Theory Reinforcement	2.5 Cr.	30 Hrs.
RT215- RT218 Realtime Accuracy Part I-IV	1-1-1-1 Cr.	120 Hrs. each

COURT REPORTING
DAY PROGRAM

YEAR 1			YEAR 1 <i>(continued)</i>		
QUARTER 1	ACADEMIC CREDITS	CONTACT HOURS	QUARTER 4	ACADEMIC CREDITS	CONTACT HOURS
CR201A Shorthand Theory Part I	2.5 Cr.	30 Hrs.	CR102B Grammar and Usage - Verb Emphasis	5 Cr.	60 Hrs.
CR201B Shorthand Theory Part II	2.5 Cr.	30 Hrs.	CR109 Integrated Medical Science	5 Cr.	60 Hrs.
CR202AA Court Reporting Theory Part I	2.5 Cr.	30 Hrs.	CR207 Skill Building 100 wpm	5 Cr.	180 Hrs.
CR202AB Court Reporting Theory Part II	2.5 Cr.	30 Hrs.	CR208 Skill Building 110 wpm	5 Cr.	180 Hrs.
CR202BA Computer Tutorial Part I	2.5 Cr.	60 Hrs.	YEAR 2		
CR202BB Computer Tutorial Part II	2.5 Cr.	60 Hrs.	QUARTER 1		
QUARTER 2			CR103 Analysis of the Rhetoric of Oral Communications	5 Cr.	60 Hrs.
CR101 Composition and Sentence Structure	5 Cr.	60 Hrs.	CR209 Skill Building 120 wpm	5 Cr.	180 Hrs.
PR118A Skill Building 40 wpm (Elective)	2.5 Cr.	30 Hrs.	CR210 Skill Building 130 wpm	5 Cr.	180 Hrs.
PR118B Skill Building 50 wpm (Elective)	2.5 Cr.	30 Hrs.	QUARTER 2		
CR203 Skill Building 60 wpm	5 Cr.	120 Hrs.	CR110 Medical Terminology with Steno Emphasis	5 Cr.	60 Hrs.
CR204 Skill Building 70 wpm	5 Cr.	180 Hrs.	CR211 Skill Building 140 wpm	5 Cr.	180 Hrs.
PR115A Document Preparation: Formatting	2 Cr.	24 Hrs.	CR212 Skill Building 150 wpm	5 Cr.	180 Hrs.
PR115B Document Preparation: Speaker Identification	1.5 Cr.	30 Hrs.	CR220A Live Multi-Voice 150-160-170 wpm Part I	2.5 Cr.	30 Hrs.
QUARTER 3			QUARTER 3		
CR102A Grammar and Usage - Noun Emphasis	5 Cr.	60 Hrs.	CR105 Critical Reading of International Current Events	5 Cr.	60 Hrs.
CR104 Critical Reading of Local and National Current Events	5 Cr.	60 Hrs.	CR213 Skill Building 160 wpm	5 Cr.	180 Hrs.
CR205 Skill Building 80 wpm	5 Cr.	180 Hrs.	CR220B Live Multi-Voice 150-160-170 wpm Part II	2.5 Cr.	30 Hrs.
CR206 Skill Building 90 wpm	5 Cr.	180 Hrs.			

**COURT REPORTING
DAY PROGRAM** *(continued)*

YEAR 2 <i>(continued)</i>	ACADEMIC CREDITS	CONTACT HOURS	YEAR 3 <i>(continued)</i>	ACADEMIC CREDITS	CONTACT HOURS
QUARTER 4			QUARTER 3		
CR214 Skill Building 170 wpm	5 Cr.	180 Hrs.	CR108 Legal Research and California Codes	5 Cr.	60 Hrs.
PR104 Introduction to Computers and Management Information Systems	2.5 Cr.	30 Hrs.	CR217 Skill Building 200 wpm (Qualifier-after passing 200 wpm)	5 Cr.	180 Hrs.
PR105 Court Reporting CAT and Realtime Software	2.5 Cr.	30 Hrs.	PR101 Intermediate Typing	5 Cr.	90 Hrs.
PR106 Introduction to CAT Concepts (Dictionary Build)	2.5 Cr.	30 Hrs.	CR221B Live Multi-Voice 180-190-200 wpm Part II	2.5 Cr.	30 Hrs.
YEAR 3			QUARTER 4		
QUARTER 1			CR218 Skill Building Proficiencies Part I	5 Cr.	180 Hrs.
CR106 Legal Terminology	5 Cr.	60 Hrs.	CR219 Skill Building Proficiencies Part II	5 Cr.	180 Hrs.
CR215 Skill Building 180 wpm	5 Cr.	180 Hrs.	PR108 CSR/RPR Exam Preparation	3 Cr.	40 Hrs.
PR103A Ethics and Procedures of Court Reporting	2.5 Cr.	30 Hrs.	Note: The skill levels are suggested guides for completion within this time period.		
PR103B Ethics and Procedures of Deposition Reporting	2.5 Cr.	30 Hrs.	Individuals will vary in the attainment of skills. The academic courses (English, medical, and law) are listed in the previous sequence only as a guide. They may be taken in any sequence as long as the first course of a series of law or English is taken as a prerequisite.		
QUARTER 2					
CR107 Basic Law (Elective)	5 Cr.	60 Hrs.			
CR216 Skill Building 190 wpm	5 Cr.	180 Hrs.			
PR107 Apprenticeship - Training for Court/Deposition Reporting	3 Cr.	86 Hrs.			
CR221A Live Multi-Voice 180-190-200 wpm Part I	2.5 Cr.	30 Hrs.			

COURT REPORTING
NIGHT PROGRAM

YEAR 1			YEAR 2		
	ACADEMIC CREDITS	CONTACT HOURS		ACADEMIC CREDITS	CONTACT HOURS
QUARTER 1			QUARTER 1		
CR201A1 Shorthand Theory Part I	1.5 Cr.	18 Hrs.	CR102B Grammar and Usage - Verb Emphasis	5 Cr.	60 Hrs.
CR201A2 Shorthand Theory Part II	1.5 Cr.	18 Hrs.	CR207 Skill Building 100 wpm	5 Cr.	180 Hrs.
CR202A1 Court Reporting Theory Part I	1.5 Cr.	18 Hrs.	CR208 Skill Building 110 wpm	5 Cr.	180 Hrs.
CR202A2 Court Reporting Theory Part II	1.5 Cr.	18 Hrs.	QUARTER 2		
CR202B1 Computer Tutorial Part I	1.5 Cr.	36 Hrs.	CR103 Analysis of the Rhetoric of Oral Communications	5 Cr.	60 Hrs.
CR202B2 Computer Tutorial Part II	1.5 Cr.	36 Hrs.	CR209 Skill Building 120 wpm	5 Cr.	180 Hrs.
QUARTER 2			QUARTER 3		
CR201A3 Shorthand Theory Part III	2 Cr.	24 Hrs.	CR104 Critical Reading of Local and National Current Events	5 Cr.	60 Hrs.
CR202A3 Court Reporting Theory Part III	2 Cr.	24 Hrs.	CR210 Skill Building 130 wpm	5 Cr.	180 Hrs.
CR202B3 Computer Tutorial Part III	2 Cr.	48 Hrs.	PR105 Court Reporting CAT and Realtime Software	2.5 Cr.	30 Hrs.
PR118A Skill Building 40 wpm (Elective)	2.5 Cr.	30 Hrs.	QUARTER 4		
PR118B Skill Building 50 wpm (Elective)	2.5 Cr.	30 Hrs.	CR105 Critical Reading of International Current Events	5 Cr.	60 Hrs.
PR115A Document Preparation: Formatting	2 Cr.	24 Hrs.	CR211 Skill Building 140 wpm	5 Cr.	180 Hrs.
PR115B Document Preparation: Speaker Identification	1.5 Cr.	30 Hrs.	PR106 Introduction to CAT Concepts (Dictionary Build)	2.5 Cr.	30 Hrs.
QUARTER 3					
CR101 Composition and Sentence Structure	5 Cr.	60 Hrs.			
CR203 Skill Building 60 wpm	5 Cr.	120 Hrs.			
CR204 Skill Building 70 wpm	5 Cr.	180 Hrs.			
QUARTER 4					
CR102A Grammar and Usage - Noun Emphasis	5 Cr.	60 Hrs.			
CR205 Skill Building 80 wpm	5 Cr.	180 Hrs.			
CR206 Skill Building 90 wpm	5 Cr.	180 Hrs.			

COURT REPORTING
NIGHT PROGRAM *(continued)*

YEAR 3			YEAR 4		
	ACADEMIC	CONTACT		ACADEMIC	CONTACT
QUARTER 1	CREDITS	HOURS	QUARTER 1	CREDITS	HOURS
CR109 Integrated Medical Science	5 Cr.	60 Hrs.	CR108 Legal Research and California Codes	5 Cr.	60 Hrs.
CR212 Skill Building 150 wpm	5 Cr.	180 Hrs.	CR216 Skill Building 190 wpm	5 Cr.	180 Hrs.
QUARTER 2			PR101 Intermediate Typing	5 Cr.	90 Hrs.
CR110 Medical Terminology with Steno Emphasis	5 Cr.	60 Hrs.	CR221B Live Multi-Voice 180-190-200 wpm Part II	2.5 Cr.	30 Hrs.
CR213 Skill Building 160 wpm	5 Cr.	180 Hrs.	QUARTER 2		
CR220A Live Multi-Voice 150-160-170 wpm Part I	2.5 Cr.	30 Hrs.	CR217 Skill Building 200 wpm (Qualifier-after passing 200 wpm)	5 Cr.	180 Hrs.
QUARTER 3			PR103A Ethics and Procedures of Court Reporting	2.5 Cr.	30 Hrs.
CR106 Legal Terminology	5 Cr.	60 Hrs.	PR103B Ethics and Procedures of Deposition Reporting	2.5 Cr.	30 Hrs.
CR214 Skill Building 170 wpm	5 Cr.	180 Hrs.	QUARTER 3		
CR220B Live Multi-Voice 150-160-170 wpm Part II	2.5 Cr.	30 Hrs.	CR218 Skill Building Proficiencies Part I	5 Cr.	180 Hrs.
QUARTER 4			PR108 CSR/RPR Exam Preparation	3 Cr.	40 Hrs.
CR107 Basic Law (Elective)	5 Cr.	60 Hrs.	QUARTER 4		
CR215 Skill Building 180 wpm	5 Cr.	180 Hrs.	CR219 Skill Building Proficiencies Part II	5 Cr.	180 Hrs.
PR107 Apprenticeship - Training for Court/Deposition Reporting	3 Cr.	86 Hrs.			
CR221A Live Multi-Voice 180-190-200 wpm Part I	2.5 Cr.	30 Hrs.			

GRADUATION REQUIREMENTS

To receive the South Coast College degree in court reporting, students must do the following:

1. Complete 192 credit hours required for graduation, as described in this catalog.
2. Pass two 5-minute typing tests at 60 wpm gross with a maximum of 5 errors.
3. Pass three (3) literary material tests at 180 wpm for five minutes, transcribed at 95 percent accuracy. Pass three (3) jury charge material tests at 200 wpm for five minutes, transcribed at 95 percent accuracy. Pass three (3) testimony tests at 225 wpm for five minutes, transcribed at 95 percent accuracy.
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 40 pages from notes taken at court or a deposition (salable quality).
6. Return all College materials.
7. Complete a financial aid exit interview.
8. Be free of indebtedness to the College.
9. Maintain a minimum CGPA of 2.0.

Note: The number of hours and pages required may be increased to satisfy Court Reporters Board (CRB) of California and National Court Reporters Association (NCRA) requirements upon their request.

EXPLANATION OF COURSE NUMBERING SYSTEM

CR100s	Court Reporting Academics
CR200s	Skill Building
PR100s	Professional Courses/Electives
RT200s	Realtime Courses - Skill Development

■ ■ ■ COURT REPORTING PROGRAMS

COURSE DESCRIPTIONS *Court Reporting Programs*

CR201A MACHINE SHORTHAND THEORY PART I

CR201B MACHINE SHORTHAND THEORY PART II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture

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

CR202AB COURT REPORTING THEORY PART II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture

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

CR202BB COMPUTER TUTORIAL PART II

Part I: 2.5 Credits

Part II: 2.5 Credits

Class: 2.5 lecture / 2.5 laboratory

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.

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 16-25 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 at 8 a.m. or 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.

CR203 SKILL BUILDING 60 WPM

5 Credits

Class: 5 lecture / 5 laboratory*

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.

■ ■ ■ COURT REPORTING PROGRAMS

CR204 SKILL BUILDING 70 WPM

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits
 Class: 5 lecture / 5 laboratory*
 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

5 Credits
 Class: 5 lecture / 5 laboratory*
 and 5 hours of 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

5 Credits
 Class: 5 lecture / 5 laboratory*
 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

5 Credits
 Class: 5 lecture / 5 laboratory*
 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.

■ ■ ■ COURT REPORTING PROGRAMS

CR212 SKILL BUILDING 150 WPM

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits

Class: 5 lecture / 5 laboratory*

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.

CR214 SKILL BUILDING 170 WPM

5 Credits

Class: 5 lecture / 5 laboratory*
and 5 hours of 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 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

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits

Class: 5 lecture / 5 laboratory*

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

5 Credits
 Class: 5 lecture / 5 laboratory*
 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 degree 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.

CR218 SKILL BUILDING PROFICIENCIES PART I

5 Credits
 Class: 5 lecture / 5 laboratory*
 Prerequisite: CR217
 Concurrent enrollment in CR220 and CR221 Live Multi-Voice Testimony is required.

Skill Building Proficiencies Part I 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 toward the AAS degree. 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
 5 Credits
 Class: 5 lecture / 5 laboratory*
 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 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 toward the AAS degree. The skill goal is passage of the final part of the NCRA required proficiency tests (simulated RPR skills tests): three 225 wpm two-voice testimony tests. Open enrollment is possible upon completion of 200 wpm. Open exit is possible upon completion of skill requirements.

**CR220A LIVE MULTI-VOICE TESTIMONY
 150-160-170 WPM PART I**
**CR220B LIVE MULTI-VOICE TESTIMONY
 150-160-170 WPM PART II**
 Part I: 2.5 Credits
 Part II: 2.5 Credits
 Class: 2.5 lecture each
 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
CR221B	LIVE MULTI-VOICE TESTIMONY 180-190-200 WPM PART II

Part I: 2.5 Credits
 Part II: 2.5 Credits
 Class: 2.5 lecture each
 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 degree 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.

CR101 COMPOSITION AND SENTENCE STRUCTURE

5 Credits
 Class: 5 lecture
 Prerequisite: None
 Composition and Sentence Structure 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 GRAMMAR AND USAGE - NOUN EMPHASIS

5 Credits
 Class: 5 lecture
 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.

CR102B GRAMMAR AND USAGE – VERB EMPHASIS

5 Credits

Class: 5 lecture

Prerequisite: CR101 or equivalent

Grammar and Usage - Verb 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 verb forms, tenses, conjugations, proper participle/gerund/infinitive usage, linking verbals, prepositional and phrase usage, subordinate conjunction usage, like/as, cause/effect expressions, parallel structure, parentheticals, incorrect usage, and expressions to avoid. Students are required to demonstrate knowledge of principles learned through written assignments, and one hour a week is spent in application in a machine shorthand setting. See *Skill Building Classes* description.

CR103 ANALYSIS OF THE RHETORIC OF ORAL COMMUNICATIONS

5 Credits

Class: 5 lecture

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

5 Credits

Class: 5 lecture

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.

CR105 CRITICAL READING OF INTERNATIONAL CURRENT EVENTS

5 Credits

Class: 5 lecture

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.

CR106 LEGAL TERMINOLOGY

5 Credits

Class: 5 lecture

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 LEGAL RESEARCH AND CALIFORNIA CODES

5 Credits

Class: 5 lecture

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

5 Credits

Class: 5 lecture

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.

CR110 MEDICAL TERMINOLOGY WITH STENO EMPHASIS

5 Credits

Class: 5 lecture

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.

Note: PR110ST may be used in place of CR110.

PR101 INTERMEDIATE TYPING

5 Credits

Class: 1 lecture / 8 laboratory

Prerequisite: None

Intermediate Typing is an independent progress course using a computer that includes class drills on straight copy to achieve typing skills of 40-50-60 wpm respectively on unfamiliar material. The emphasis is placed on keystroking rhythmic patterns and performing manipulative skills. Completion of two typing tests at 60 wpm gross with a maximum of five errors on unfamiliar material is required for the AAS degree.

PR103A ETHICS AND PROCEDURES OF COURT REPORTING

2.5 Credits

Class: 5 lecture

Duration: 6 weeks

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

2.5 Credits

Class: 5 lecture

Duration: 6 weeks

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

2.5 Credits

Class: 5 lecture

Duration: 6 weeks

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

2.5 Credits

Class: 5 lecture

Duration: 6 weeks

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

Court Reporting CAT and Realtime Software is a class 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)

2.5 Credits

Class: 5 lecture

Duration: 6 weeks

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.

PR107 APPRENTICESHIP - TRAINING FOR COURT/DEPOSITION REPORTING

3 Credits

Class: 1 lecture / 2 laboratory and
50 hours of internship

Prerequisite: Shorthand skill of 180 wpm

The student is required to have 60 hours of externship and observation. 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.

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

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, the class consists of 9 weeks of laboratory under the supervision of an instructor in which the students will produce their transcripts.

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.

To meet the NCRA/South Coast College degree 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.

PR108 CSR/RPR EXAM PREPARATION

3 Credits

Class: 6.67 lecture / 6 weeks

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
PR115B DOCUMENT PREPARATION: SPEAKER IDENTIFICATION

A-Formatting: 2.5 Credits
 B-Speaker ID: 1 Credit
 Class: 5 lecture / 4 laboratory
 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 light board 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.

ELECTIVE COURSES FOR PROFESSIONAL DEVELOPMENT
 Note: Any course taken in its entirety can be used for professional development.

PR106ST LEGAL STENO

5 Credits
 Class: 5 lecture
 Prerequisite: Shorthand skill of 60 wpm

Legal Steno is a legal course that, in addition to providing legal terminology, provides instruction in writing legal terminology in machine shorthand. See *Skill Building Classes* description. Note: This class may be repeated to obtain the number of hours required for laboratory hours purposes or for makeup hours without additional credit.

PR110ST MEDICAL STENO

5 Credits
 Class: 5 lecture
 Prerequisite: Shorthand skill of 60 wpm

Medical Steno is a medical course that, in addition to providing medical terminology and anatomy/physiology, provides instruction in a specific medical machine shorthand theory. See *Skill Building Classes* description. It may be used in place of CR110. Note: This class may be repeated to obtain the number of hours required for laboratory hour purposes or for makeup hours without additional credit.

ELECTIVES

CR107 BASIC LAW

5 Credits
 Class: 5 lecture
 Prerequisite: CR106

Basic Law is a substantive law course that includes the following: wills and trusts, bankruptcy, negotiable instruments, business organizations, agency and partnership, and criminal procedure. One hour a week is spent in applying the knowledge acquired in class to produce legal documents. See *Skill Building Courses*.

CR525 ADVANCED THEORY

2.5 Credits
 Class: 2.5 lecture
 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.

■ ■ ■ COURT REPORTING PROGRAMS

PR116A SKILL BUILDING 240 WPM

5 Credits

Class: 5 lecture / 5 laboratory*

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.

PR117A SKILL AND ACCURACY (DIRECTED PRACTICE) 60-110 WPM

1-1-1-1-1 Credits

Class: 5 lecture

Prerequisite: CR201 and CR202

Skill and Accuracy (Directed Practice) 60-110 wpm is an instructor-directed class that emphasizes accuracy in writing for skill-development purposes for students in speeds lower than 110 wpm. This class can be repeated as a student requires for the accuracy of skill building.

PR117B SKILL AND ACCURACY (DIRECTED PRACTICE) 120-UP WPM

1-1-1-1-1 Credits

Class: 5 lecture

Prerequisite: CR201 and CR202, and a completion of 120 wpm

Skill and Accuracy (Directed Practice) 120-Up is an instructor-directed class that emphasizes accuracy in writing for skill-development purposes for students in speeds of 120-up wpm. This class can be repeated as a student requires for the accuracy of skill building.

PR118A SKILL BUILDING 40 WPM

PR118B SKILL BUILDING 50 WPM

40 wpm: 2.5 Credits

50 wpm: 2.5 Credits

Class: 2.5 lecture / 2.5 laboratory

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.

RE202 THEORY REINFORCEMENT

2.5 Credits

Class: 2.5 lecture

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.

RT215 REALTIME ACCURACY (A-E) PART I

1-1-1-1-1 Credits
 Class: 24 laboratory per credit
 Prerequisite: 120 wpm or consent of the instructor
 Realtime Accuracy Part I consists of entering each word of a specified accuracy drill into the dictionary and practicing it until it can be performed with no less than 96 percent accuracy at the required wpm per program. Open exit is possible upon completion of skill requirement.

RT216 REALTIME ACCURACY (A-E) PART II

1-1-1-1-1 Credits
 Class: 24 laboratory per credit
 Prerequisite: RT215
 Realtime Accuracy Part II consists of entering each word of a specified accuracy drill into the dictionary and practicing it until it can be performed with no less than 96 percent accuracy at the required wpm per program. Open exit is possible upon completion of skill requirement.

RT217 REALTIME ACCURACY (A-E) PART III

1-1-1-1-1 Credits
 Class: 24 laboratory per credit
 Prerequisite: RT216
 Realtime Accuracy Part III consists of entering each word of a specified accuracy drill into the dictionary and practicing it until it can be performed with no less than 96 percent accuracy at the required wpm per program. Open exit is possible upon completion of skill requirement.

RT218 REALTIME ACCURACY (A-E) PART IV

1-1-1-1-1 Credits
 Class: 24 laboratory per credit
 Prerequisite: RT217
 Realtime Accuracy Part IV consists of entering each word of a specified accuracy drill into the dictionary and practicing it until it can be performed with no less than 96 percent accuracy at the required wpm per program. Open exit is possible upon completion of skill requirement.

COURT REPORTING PROGRAMS

COURT REPORTING PROGRAM (CERTIFICATE) CERTIFICATE COURT REPORTING 177 CREDIT HOURS (ACICS)

	ACADEMIC CREDITS	CONTACT HOURS
SHORTHAND MACHINE COURSES		
CR201A Shorthand Theory Part I	2.5 Cr.	30 Hrs.
CR201B Shorthand Theory Part II	2.5 Cr.	30 Hrs.
CR202AA Court Reporting Theory Part I	2.5 Cr.	30 Hrs.
CR202AB Court Reporting Theory Part II	2.5 Cr.	30 Hrs.
CR202BA Computer Tutorial Part I	2.5 Cr.	60 Hrs.
CR202BB Computer Tutorial Part II	2.5 Cr.	60 Hrs.
CR203 Skill Building 60 wpm*	5 Cr.	120 Hrs.
CR204 Skill Building 70 wpm*	5 Cr.	180 Hrs.
CR205 Skill Building 80 wpm*	5 Cr.	180 Hrs.
CR206 Skill Building 90 wpm*	5 Cr.	180 Hrs.
CR207 Skill Building 100 wpm*	5 Cr.	180 Hrs.
CR208 Skill Building 110 wpm*	5 Cr.	180 Hrs.
CR209 Skill Building 120 wpm*	5 Cr.	180 Hrs.
CR210 Skill Building 130 wpm*	5 Cr.	180 Hrs.
CR211 Skill Building 140 wpm*	5 Cr.	180 Hrs.
CR212 Skill Building 150 wpm*	5 Cr.	180 Hrs.
CR213 Skill Building 160 wpm*	5 Cr.	180 Hrs.
CR214 Skill Building 170 wpm*	5 Cr.	180 Hrs.
CR215 Skill Building 180 wpm*	5 Cr.	180 Hrs.
CR216 Skill Building 190 wpm*	5 Cr.	180 Hrs.
CR217 Skill Building 200 wpm*	5 Cr.	180 Hrs.
CR220A Live Multi-Voice 150-160-170 wpm Part I	2.5 Cr.	30 Hrs.
CR220B Live Multi-Voice 150-160-170 wpm Part II	2.5 Cr.	30 Hrs.
CR221A Live Multi-Voice 180-190-200 wpm Part I	2.5 Cr.	30 Hrs.
CR221B Live Multi-Voice 180-190-200 wpm Part II	2.5 Cr.	30 Hrs.

Note: See Program-Specific procedures – Court Reporting Programs for Course Skill Requirements.

CR218 Skill Building Proficiencies I and CR219 Skill Building Proficiencies II are recommended.

ACADEMIC COURSES

Courses that meet the various classifications for the Court Reporters Board of California.

ACADEMIC CREDITS CONTACT HOURS

ENGLISH/VOCABULARY

CR101 Composition and Sentence Structure	5 Cr.	60 Hrs.
CR102A Grammar and Usage - Noun Emphasis	5 Cr.	60 Hrs.
CR103 Analysis of the Rhetoric of Oral Communications	5 Cr.	60 Hrs.
CR104 Critical Reading of Local and National Current Events	5 Cr.	60 Hrs.

LAW

CR106 Legal Terminology	5 Cr.	60 Hrs.
CR108 Legal Research and California Codes	5 Cr.	60 Hrs.

MEDICAL

CR109 Integrated Medical Science	5 Cr.	60 Hrs.
CR110 Medical Terminology with Steno Emphasis	5 Cr.	60 Hrs.

Note: Five elective credits are needed in order to achieve a total of 177 credits for Certificate.

ACADEMIC COURSES <i>(continued)</i>	ACADEMIC CREDITS	CONTACT HOURS
PROFESSIONAL		
PR101 Intermediate Typing	5 Cr.	90 Hrs.
PR103A Ethics and Procedures of Court Reporting	2.5 Cr.	30 Hrs.
PR103B Ethics and Procedures of Deposition Reporting	2.5 Cr.	30 Hrs.
PR106 Introduction to CAT Concepts (Dictionary Build)	2.5 Cr.	30 Hrs.
PR107 Apprenticeship - Training for Court/Deposition Reporting	3 Cr.	86 Hrs.
PR108 CSR/RPR Exam Preparation	3 Cr.	40 Hrs.
PR115A Document Preparation: Formatting	2 Cr.	24 Hrs.
PR115B Document Preparation: Speaker Identification	1.5 Cr.	30 Hrs.
ELECTIVES		
CR107 Basic Law	5 Cr.	60 Hrs.
CR105 Critical Reading of International Current Events	5 Cr.	60 Hrs.
CR102B Grammar and Usage – Verb Emphasis	5 Cr.	60 Hrs.
CR525 Advanced Theory	2.5 Cr.	30 Hrs.
PR106ST Legal Steno	5 Cr.	60 Hrs.
PR110ST Medical Steno	5 Cr.	60 Hrs.
PR117A Skill and Accuracy (Directed Practice) 60-110 wpm	1-1-1-1-1 Cr.	60 Hrs.
PR117B Skill and Accuracy (Directed Practice) 120-up wpm	1-1-1-1-1 Cr.	60 Hrs.

ELECTIVES <i>(continued)</i>	ACADEMIC CREDITS	CONTACT HOURS
PR118A Skill Building 40 wpm	2.5 Cr.	30 Hrs.
PR118B Skill Building 50 wpm	2.5 Cr.	30 Hrs.
RE202 Theory Reinforcement	2.5 Cr.	30 Hrs.
Note:	Electives from AAS degree may be taken.	

GRADUATION REQUIREMENTS

To receive the 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.

■ ■ ■ LEGAL PROGRAMS

PARALEGAL STUDIES PROGRAM (AA DEGREE)

PROGRAM OBJECTIVE

The overall objective of the Paralegal Studies Program is to prepare students to be 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. A more comprehensive list with job descriptions is available in the Admissions Office.

PROGRAM DESCRIPTION

The Paralegal Studies 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 STUDIES PROGRAM

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

PARALEGAL STUDIES
DAY PROGRAM

YEAR 1		ACADEMIC	CONTACT	YEAR 2		ACADEMIC	CONTACT
QUARTER 1		CREDITS	HOURS	QUARTER 1		CREDITS	HOURS
LA100	Professional Development	2 Cr.	24 Hrs.	LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA110	Introduction to Paralegal / Legal Administrative Assistant Studies	4 Cr.	48 Hrs.	NS101	College Algebra	4 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2 Cr.	24 Hrs.	HU101	Survey of Literature	4 Cr.	48 Hrs.
EN100*	English Composition	4 Cr.	48 Hrs.	HU102	Introduction to Philosophy	4 Cr.	48 Hrs.
LA200	Contract Law	4 Cr.	48 Hrs.	SS102	Computers in Society	3.5 Cr.	48 Hrs.
QUARTER 2				QUARTER 2			
LA210	Torts	3.5 Cr.	48 Hrs.	LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA220	Family Law	4 Cr.	48 Hrs.	LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
LA230	Legal Analysis and Writing	4 Cr.	48 Hrs.	LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA240	Legal Research	4 Cr.	48 Hrs.	LA400	Externship	4 Cr.	144 Hrs.
SS101*	Critical Reading of Current Events	4 Cr.	48 Hrs.	Note: Students must take 2 out of 4 electives. All courses are six-week classes except for (*) courses, which are twelve-week classes.			
QUARTER 3							
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.				
LA260	Law Office Procedures	2 Cr.	24 Hrs.				
LA270	Real Property	2 Cr.	24 Hrs.				
LA280	Estates, Wills, and Trusts	4 Cr.	48 Hrs.				
NS102*	Anatomy and Physiology	4 Cr.	48 Hrs.				
QUARTER 4							
LA290	Evidence	4 Cr.	48 Hrs.				
LA300	Bankruptcy (Elective)	3.5 Cr.	48 Hrs.				
LA310	Workers' Compensation (Elective)	3.5 Cr.	48 Hrs.				
LA320	Legal Software Applications	2.5 Cr.	48 Hrs.				
LA370	Immigration Law (Elective)	3.5 Cr.	48 Hrs.				
LA380	Intellectual Property (Elective)	3.5 Cr.	48 Hrs.				

PARALEGAL STUDIES
NIGHT PROGRAM

YEAR 1			YEAR 2				
QUARTER 1			QUARTER 1				
	ACADEMIC CREDITS	CONTACT HOURS		ACADEMIC CREDITS	CONTACT HOURS		
LA100	Professional Development	2 Cr.	24 Hrs.	LA270	Real Property	2 Cr.	24 Hrs.
LA110	Introduction to Paralegal / Legal Administrative Assistant Studies	4 Cr.	48 Hrs.	LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2 Cr.	24 Hrs.	LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA200	Contract Law	4 Cr.	48 Hrs.	NS101	College Algebra	4 Cr.	48 Hrs.
LA210	Torts	3.5 Cr.	48 Hrs.	QUARTER 2			
QUARTER 2			LA280	Estates, Wills, and Trusts	4 Cr.	48 Hrs.	
EN100*	English Composition	4 Cr.	48 Hrs.	LA320	Legal Software Applications	2.5 Cr.	48 Hrs.
LA220	Family Law	4 Cr.	48 Hrs.	NS102*	Anatomy and Physiology	4 Cr.	48 Hrs.
LA250	Criminal Law and Procedure	3.5 Cr.	48 Hrs.	QUARTER 3			
QUARTER 3			LA290	Evidence	4 Cr.	48 Hrs.	
LA230	Legal Analysis and Writing	4 Cr.	48 Hrs.	LA350	Advanced Legal Procedures	2.5 Cr.	48 Hrs.
LA240	Legal Research	4 Cr.	48 Hrs.	SS102	Computers in Society (or SS104)	3.5 Cr.	48 Hrs.
SS101*	Critical Reading of Current Events	4 Cr.	48 Hrs.	SS104	Introduction to American Government (or SS102)	3.5 Cr.	48 Hrs.
QUARTER 4			QUARTER 4				
LA260	Law Office Procedures	2 Cr.	24 Hrs.	LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA300	Bankruptcy (Elective)	3.5 Cr.	48 Hrs.	LA400	Externship	4 Cr.	144 Hrs.
LA310	Workers' Compensation (Elective)	3.5 Cr.	48 Hrs.	HU101	Survey of Literature	4 Cr.	48 Hrs.
LA370	Immigration Law (Elective)	3.5 Cr.	48 Hrs.	Note: Students must take 2 out of 4 electives.			
LA380	Intellectual Property (Elective)	3.5 Cr.	48 Hrs.	All courses are six-week classes except for (*) courses, which are twelve-week classes.			
HU102	Introduction to Philosophy	4 Cr.	48 Hrs.				

GRADUATION REQUIREMENTS

The student must complete the following graduation requirements to attain the AA Degree in Paralegal Studies:

Total Credits:	96
Total Course Length in Clock Hours:	1344
Minimum CGPA of:	2.0

EXPLANATION OF COURSE NUMBERING SYSTEM**LEGAL COURSES**

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

EN	English/Life Skills
HU	Humanities
NS	Natural Sciences / Mathematics
SS	Social Sciences

■ ■ ■ LEGAL PROGRAMS

COURSE DESCRIPTIONS *Paralegal Studies 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 / LEGAL ADMINISTRATIVE ASSISTANT 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.

■ ■ ■ LEGAL PROGRAMS

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.

LA300 BANKRUPTCY (ELECTIVE)

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 (ELECTIVE)

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.

■ ■ ■ LEGAL PROGRAMS

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 Shepardizing.

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 (ELECTIVE)

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 (ELECTIVE)

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.

LA400 EXTERNSHIP

4 Credits

Class: 144 intern

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.

LEGAL PROGRAMS

HU101 SURVEY OF LITERATURE

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

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.

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.

LEGAL PROGRAMS

LEGAL ADMINISTRATIVE ASSISTANT / LEGAL SECRETARY PROGRAM (CERTIFICATE)

PROGRAM OBJECTIVE

The Legal Administrative Assistant / Legal Secretary program is designed to provide knowledge of the legal procedures and skills necessary to allow the graduate to secure employment as a legal administrative assistant or legal secretary in today's sophisticated legal environment.

Graduates may work in either the private or public sectors. They may work in law firms of all sizes, government agencies, corporate legal departments, and other businesses. They will learn to assist in the preparation of legal documents, including: pleadings, motions, contracts, research, memoranda, discovery, settlement agreements, and trial briefs. They will learn to manage client files, organize records, document and calendar litigation dates, and coordinate court appearances.

Some possible job titles for which a legal administrative assistant / legal secretary would qualify are as follows: Legal Secretary, File Clerk, Law Firm Receptionist, Law Office Manager, Legislative Assistant/Aide, Probation/Parole Officer.

PROGRAM DESCRIPTION

The Certificate in Legal Administrative Assistant / Legal Secretary consists of a total of 720 contact hours, 180 class preparation hours, and 43.5 Quarter Credit hours of study.

LEGAL ADMINISTRATIVE ASSISTANT / LEGAL SECRETARY DAY PROGRAM

YEAR 1		ACADEMIC CREDITS	CONTACT HOURS
QUARTER 1			
LA100	Professional Development	2 Cr.	24 Hrs.
LA101	Word Processing I	2 Cr.	45 Hrs.
LA103	Keyboarding I	2.5 Cr.	48 Hrs.
LA110	Introduction to Paralegal / Legal Administrative Assistant Studies	4 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2 Cr.	24 Hrs.
LA200	Contract Law	4 Cr.	48 Hrs.
QUARTER 2			
LA102	Word Processing II	2 Cr.	45 Hrs.
LA104	Keyboarding II	2.5 Cr.	48 Hrs.
LA260	Law Office Procedures	2 Cr.	24 Hrs.
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
EN100*	English Composition	4 Cr.	48 Hrs.
QUARTER 3			
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA410	Externship	3.5 Cr.	126 Hrs.
SS102	Computers in Society	3.5 Cr.	48 Hrs.
Note:	All courses are six-week classes except for (*) courses, which are twelve-week classes.		

**LEGAL ADMINISTRATIVE ASSISTANT / LEGAL SECRETARY
NIGHT PROGRAM**

YEAR 1		ACADEMIC	CONTACT
QUARTER 1		CREDITS	HOURS
LA100	Professional Development	2 Cr.	24 Hrs.
LA101	Word Processing I	2 Cr.	45 Hrs.
LA110	Introduction to Paralegal / Legal Administrative Assistant Studies	4 Cr.	48 Hrs.
LA120	Legal Ethics and Professional Responsibility	2 Cr.	24 Hrs.
LA260	Law Office Procedures	2 Cr.	24 Hrs.
QUARTER 2			
LA103	Keyboarding I	2.5 Cr.	48 Hrs.
LA200	Contract Law	4 Cr.	48 Hrs.
EN100*	English Composition	4 Cr.	48 Hrs.
QUARTER 3			
LA102	Word Processing II	2 Cr.	45 Hrs.
LA104	Keyboarding II	2.5 Cr.	48 Hrs.
LA330	Civil Litigation I	3.5 Cr.	48 Hrs.
LA340	Civil Litigation II	3.5 Cr.	48 Hrs.
QUARTER 4			
LA360	Legal Transcription	2.5 Cr.	48 Hrs.
LA410	Externship	3.5 Cr.	126 Hrs.
SS102	Computers in Society	3.5 Cr.	48 Hrs.
Note:	All courses are six-week classes except for (*) courses, which are twelve-week classes.		

GRADUATION REQUIREMENTS

The student must complete the following graduation requirements to attain the Certificate in Legal Administrative Assistant / Legal Secretary:

Total Credits:	43.5
Total Course Contact Hours:	720
Total Class Prep Hours:	180
Minimum CGPA of:	2.0

EXPLANATION OF COURSE NUMBERING SYSTEM

LEGAL COURSES

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

EN	English / Life Skills
HU	Humanities
NS	Natural Sciences / Mathematics
SS	Social Sciences

LEGAL PROGRAMS

COURSE DESCRIPTIONS

Legal Administrative Assistant / Legal Secretary Program

LA100 PROFESSIONAL DEVELOPMENT

2 Credits

Class: 24 lecture

Class Prep: 6 hours

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.

LA101 WORD PROCESSING I

2 Credits

Class: 15 lecture / 30 laboratory

Class Prep: 11.25 hours

Prerequisite: None

This course will introduce students to word processing software on a personal computer. Students will be exposed to basic editing, document retrieval, formatting text and documents, block commands, hyphenation, tabs, column, search and replace, spell check, thesaurus, page numbering, headers and footers, working with multiple documents at the same time, copying/moving information between documents, and creating pleadings. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA102 WORD PROCESSING II

2 Credits

Class: 15 lecture / 30 laboratory

Class Prep: 11.25 hours

Prerequisite: None

This course covers advanced word processing applications in the legal environment. The course consists of intermediate and advanced features, including: using boilerplate documents in the legal setting; merging documents; creating envelopes; tables; graphics; creating and editing styles; sorting and extracting client data; customizing settings; using macros to automate document processing; and organizing clients' files using subdirectories. The course also covers creating outlines, tables of contents, and tables of authorities. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA103 KEYBOARDING I

2.5 Credits

Class: 12 lecture / 36 laboratory

Class Prep: 12 hours

Prerequisite: None

This course is a keyboarding course that includes a tutorial along with class drills on straight copy to achieve typing speeds of 30-40 wpm respectively. The emphasis is placed on keystroking rhythmic patterns and performing manipulative skills. Students are required to pass two net 40 wpm tests. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA104 KEYBOARDING II

2.5 Credits
 Class: 12 lecture / 36 laboratory
 Class Prep: 12 hours
 Prerequisite: LA103 or 40 wpm keyboarding speed

This course is a keyboarding course that includes a tutorial along with class drills on straight copy to achieve typing speeds of 40-50 wpm respectively. The emphasis is placed on keystroking rhythmic patterns and performing manipulative skills. Students are required to pass two net 50 wpm tests. Out-of-class preparation time (homework) consists of reading and workbook assignments.

**LA110 INTRODUCTION TO PARALEGAL / LEGAL
 ADMINISTRATIVE ASSISTANT STUDIES**

4 Credits
 Class: 48 lecture
 Class Prep: 12 hours
 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
 Class Prep: 6 hours
 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
 Class Prep: 12 hours
 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.

■ ■ ■ LEGAL PROGRAMS

LA260 LAW OFFICE PROCEDURES

2 Credits

Class: 24 lecture

Class Prep: 6 hours

Duration: 6 weeks

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 as well as document preparation are addressed. Out-of-class preparation time (homework) consists of reading and workbook assignments.

LA330 CIVIL LITIGATION I

3.5 Credits

Class: 36 lecture / 12 laboratory

Class Prep: 12 hours

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

Class Prep: 12 hours

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.

LA360 LEGAL TRANSCRIPTION

2.5 Credits

Class: 12 lecture / 36 laboratory

Class Prep: 12 hours

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 transcribe a series of audio tapes 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.

LA410	EXTERNSHIP
	3.5 Credits
Class:	126 hours
Class Prep:	31.5 hours
Prerequisite:	LA100, LA101, LA102, LA103, LA104, LA110, LA120, LA200, LA260, LA330, LA340, LA360, EN100
<p>Externship provides legal administrative assistant students with an opportunity to further their legal skills in a legal environment. Students receive hands-on training and learn the duties and expectations which may be required of legal support personnel in the legal field. Students submit a weekly log of attendance. Legal administrative assistant students are required to complete 126 hours of outside experience. Out-of-class preparation time is devoted to having students create and submit weekly write-ups of their externship experience. Externships may be taken concurrently with regular classes during the final 6-week term, provided students have completed the following courses: LA100, LA110, LA120, LA330, and LA340.</p>	

GENERAL EDUCATION

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
Class Prep:	12 hours
Prerequisite:	None
<p>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.</p>	

■ ■ ■ LEGAL PROGRAMS

SS102 COMPUTERS IN SOCIETY

3.5 Credits

Class: 36 lecture / 12 laboratory

Class Prep: 12 hours

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.

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 medical assistants. South Coast College offers a certificate in Medical Assistant.

PROGRAM DESCRIPTION

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.

They 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, ultrasonographer, X-ray technologist, and EMT technician.

South Coast College is a great place for you to gain the confidence, knowledge, and skills to work in the growing medical field.

■ ■ ■ MEDICAL ASSISTANT PROGRAM

CERTIFICATE – MEDICAL ASSISTANT

The Certificate Program in Medical Assistant consists of a total of 720 contact hours, 180 class preparation hours, and 39 Quarter Credit hours of study.

MEDICAL ASSISTANT DAY PROGRAM

YEAR 1	ACADEMIC	CONTACT
QUARTER 1	CREDITS	HOURS
MA103A00 Introduction to Body Systems Part I	2.5 Cr.	30 Hrs.
MA103B00 Introduction to Body Systems Part II	2.5 Cr.	30 Hrs.
MA104A00 Human Diseases Part I	2.5 Cr.	30 Hrs.
MA104B00 Human Diseases Part II	2.5 Cr.	30 Hrs.
MA105A00 Clinical Procedures Part I	2.5 Cr.	60 Hrs.
MA105B00 Clinical Procedures Part II	2.5 Cr.	60 Hrs.
QUARTER 2		
MA101A00 Medical Terminology Part I	2.5 Cr.	30 Hrs.
MA101B00 Medical Terminology Part II	2.5 Cr.	30 Hrs.
MA102A00 Introduction to Business Procedures Part I	5 Cr.	90 Hrs.
MA102B00 Introduction to Business Procedures Part II	5 Cr.	90 Hrs.
QUARTER 3		
MA106A00 Microbiology	2.5 Cr.	45 Hrs.
MA106B00 Surgical Assisting	2.5 Cr.	45 Hrs.
MA107-00 Externship	4 Cr.	150 Hrs.

GRADUATION REQUIREMENTS

The student must complete the following graduation requirements to attain the Certificate in Medical Assistant:

Total Credits:	39
Total Course Contact Hours:	720
Total Class Prep Hours:	180
Minimum CGPA of:	2.0

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: 2.5 Credits
 Part B: 2.5 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 videotapes that provide audionyms 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 in regard to 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 consideration); 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, Physicians' Desk Reference, 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.

■ ■ ■ MEDICAL ASSISTANT PROGRAM

MA103A00	INTRODUCTION TO BODY SYSTEMS PART I
MA103B00	INTRODUCTION TO BODY SYSTEMS PART II

Part A: 2.5 Credits
 Part B: 2.5 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, the endocrine system, the skeletal system, the muscular system, the integumentary system, the circulatory system, the respiratory system, the nervous system, the digestive system, the urinary system, and the reproductive system. 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: 2.5 Credits
 Part B: 2.5 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 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 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 visit 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

STUDENT SERVICES INFORMATION

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 sq. ft. The structure is located in a landscaped setting separated from an adjoining building with an attractively landscaped island. A comfortably furnished patio and balcony with park benches provide a place for students and staff to enjoy the outdoors while on break.

The building is composed of 18 classrooms that are used for lecture purposes only and 3 resource centers equipped with computers. In addition, the College has 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. In addition to classrooms, 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 provides an abundance of student services including:

- a staffed grading resource center;
- dedicated staffed computer learning centers equipped with software tutorials; job search assistance and resume preparation;
- a campus bookstore for easy access to educational materials and supplies;
- a library with online research capabilities, a library reading room, and several resource centers with online research capabilities;
- a staffed student services / financial aid hub;

- program directors who coordinate student events and provide internal communication to students on student activities;
- a student lounge equipped with vending machines, sink, microwave oven, refrigerator;
- numerous student activities including speakers, career days, technology days, CSR celebrations/luncheon and graduation exercises;
- access to all managers, including the president, for consultation and advisement;
- research assistance via computers and wireless hotspot;
- alumni gatherings/visits;
- externship programs;
- a courtroom for mock trials;
- a deposition room for mock depositions;
- free parking;
- facilities accessible for disabled.

BOOKSTORE

The college bookstore has textbooks, steno type paper, ink, ribbons, and supplies for all courses. Students are encouraged to suggest items that the bookstore can carry to help them in their classes. It is staffed mornings and evenings.

CAR POOLING

If you are interested in driving or participating in a car pool, you may post your information on the bulletin board in the Student Lounge area for help in making contact with other students living in your area.

CAMPUS SAFETY

South Coast College is entirely enclosed. Nonstudents are not allowed to use the facilities. In addition, a night security guard is present during the evening hours. The front office can summon the guard when needed. 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. (Both are posted in the Bookstore and outside the Student Lounge.)

Campus Crime Report: A requirement of the federal government is that we provide for you our campus crime statistics. The front receptionist 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 Student Information Board located upstairs in front of the student lounge contains current reports and security information.

COMPUTER LEARNING CENTERS

South Coast College provides a wireless hot spot 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 Lexis / Nexis, 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.

IDENTIFICATION CARDS

Each student is issued a numbered student body identification card. This card may be used to qualify the student to obtain reduced student admission rates for theaters and public events. The ID number is to be used on all documentation.

■ ■ ■ STUDENT SERVICES

LIBRARY / LEARNING RESOURCE CENTERS

The Library contains a collection of supplementary course materials, current periodicals, and reference books. An online cataloging system is used to locate reference works. 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 10 a.m. to 4 p.m. on Saturdays when announced.

The Instructor 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.

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 is in a position to serve our graduates with strong placement assistance. The reputation of South Coast College is of unquestioned value in

the area of placement. South Coast College also has a Medical Internship/Placement Coordinator for assistance in obtaining a medical assistant position and provides a career development program to assist paralegal students in finding employment.

Student assistance may include any or all of the following:

- a. direct referral to reporting agencies or employers,
- b. assistance with resume preparation, cover letters, and thank you letters,
- c. reference sources for use in locating firms in specific geographic locations,
- d. information regarding current job market and employment trends,
- e. list of prospective employers,
- f. employment placement data and starting salaries available on request from the College director,
- g. advice and resource materials regarding applications and interview techniques,
- h. scheduled career days for on-site visits from agency and court representatives,
- i. seminars on job-seeking and interviewing techniques,
- j. a comprehensive list of career titles and job descriptions to help identify areas of employment interest.

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.

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

STENOTYPE MACHINE RENTAL

Students furnish their own stenotype machine and tripod. Most students make arrangements with South Coast College at the time of enrollment to rent a machine. The rental price is nominal. Stenotype machine rental charges are separate from tuition.

STUDENT HOUSING

South Coast College does not provide dormitories or student housing. There are numerous apartments in a wide price range near the College. The College staff is always 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. No transcript will be furnished in those cases where the student is currently indebted to the College. 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.

TUTORIAL SERVICES

Tutors are available for students who are having difficulty learning certain subjects.

■ ■ ■ POLICIES AND PROCEDURES

COLLEGE POLICIES AND PROCEDURES

PROCEDURES FOR ALL PROGRAMS

CELL PHONE USAGE

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

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 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.

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.

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.

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.

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:

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.

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.

EXEMPTION FROM COURSES

If you have, through prior education, completed one or more relevant courses or have appropriate work experience, 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.

■ ■ ■ POLICIES AND PROCEDURES

GRADUATION REQUIREMENTS

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 individual programs.

INCOMPLETE GRADES

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

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.

NONCREDIT REMEDIAL COURSES

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

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. After three weeks, your grade will be a 55 (fail).

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

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.

■ ■ ■ POLICIES AND PROCEDURES

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 either entity with a grievance, students are encouraged to take the following steps:

1. Contact the ACICS or 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 ACICS and/or NCRA. The complaint must be signed;
 - f. 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.

3. Send the complaint to:

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS (ACICS)

750 First Street NE
Suite 980
Washington, DC 20002-4223
(202) 336-6780
www.acics.org

OR

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
COURT REPORTERS BOARD OF CALIFORNIA**

Court Reporting Program Only
2535 Capitol Oaks Drive
Suite 230
Sacramento, CA 95833
(916) 263-3660
www.courtreportersboard.ca.gov

OR

NATIONAL COURT REPORTERS ASSOCIATION (NCRA)

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

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. When students wish to resume study at South Coast College, they will need to reapply for Admissions and pay the appropriate restart fee. Students who are readmitted will also have a \$75 increase in quarterly tuition from their prior tuition rate.

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.

OUT-OF-CLASS LEARNING ACTIVITIES

In order 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.

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.

REFUNDS

If the College rejects an applicant, all fees and charges are refunded. A student may cancel his/her contract with the College until midnight of the fifth business day after the day on which the student attended the first class of the course of instruction. If a student notifies the College of cancellation during the five-day period, all of the charges will be refunded except the nonrefundable registration fees. If a student withdraws after the five-day period, the institution shall remit a refund of all tuition prorated through the last calendar day of attendance less the nonrefundable registration fees.

Tuition paid in advance for periods beyond the quarter of withdrawal is refunded in full. If withdrawal for any reason occurs, the student simply notifies the College, and the official date of withdrawal is the last date of attendance.

■ ■ ■ POLICIES AND PROCEDURES

Refunds are made within 30 days of the date the College is notified or determines the student has withdrawn. For refund purposes, attendance for one hour is considered a full day.

As per the State of California, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60 percent or less of the instruction. For example, if the student completed only 30 hours of a 90-hour course and paid \$450 tuition, the student would receive a refund of \$300. The calculation for tuition refund is as follows:

$$\begin{array}{rcccl} \$450 & & 60 \text{ clock hours of} & & \\ \text{amount} & \times & \text{instruction paid for} & & \\ \text{paid} & & \text{but not received} & & \$300 \\ & & \hline & & 90 \text{ clock hours of} & = & \text{refund} \\ & & \text{instruction for which} & & \text{amount} \\ & & \text{the student has paid} & & \end{array}$$

If the student withdraws, the institution may retain up to \$100 for administrative fees.

The refund policy of the College is stated in the Consumer Handbook / orientation booklets that the student receives at orientation and on the enrollment agreement the student signs.

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.

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*.

COLLEGE LIABILITY

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

SMOKING

Smoking is not permitted in any of the classrooms, library, offices, 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 area is.

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 administratively withdrawn from the program.

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.

■ ■ ■ POLICIES AND PROCEDURES

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 or certificate 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, 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.

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.

TRANSFER STUDENTS FROM OTHER COLLEGES

Upon receipt of an official transcript, a student transferring from another college/university will be given credit for comparable academic courses with an earned grade of C or better as determined by the respective program director.

Students in all programs must complete 50 percent of their credits at South Coast College for graduation.

VETERANS NOTICE

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.

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.

WORK EXPERIENCE CREDIT

Student exemptions for specific courses may be allowed by verified work experience. The purpose of work experience credit is to enable students to utilize past experience to earn credit toward their learning objectives. The College will grant a student prior experiential learning only if it is equivalent to college/university level learning, reflects a balance between theory and practice, and directly relates to the student’s program and is applied in satisfaction of some of the program’s requirements.

For the first 60 semester credits awarded or 90 quarter credits awarded a student in an undergraduate program, no more than 15 semester credits awarded or 22.5 quarter credits awarded may be awarded for prior experiential learning. For the second 60 semester units awarded (i.e., credits 61 to 120) or 90 quarter units awarded (i.e., credits 91 to 192) a student in an undergraduate program, no more than 15 semester credits or 22.5 quarter credits may be awarded for prior experiential learning.

Students must submit documentation including the following to apply for work-experience credit: a letter of request, letters from prior employers verifying a minimum of two years’ experience, and an assessment fee of \$100. Students must authorize the College to contact employers for verification. The program director and the College director will decide the amount of credits to be accepted.

In the event a student is denied credit, the student may appeal to the College director in writing stating the reasons why the decision should be reconsidered. Additional information may be requested by the College director or an alternative solution, such as challenging the course through a competency examination.

PROGRAM-SPECIFIC PROCEDURES

COURT REPORTING PROGRAMS

ACHIEVEMENT AWARDS

Typing speed certificates are issued for the highest speed achieved. Machine shorthand achievement certificates are awarded for theory and 40 wpm and for each 10-word increment above 40 wpm.

APPRENTICESHIPS

When the reporting student reaches speed proficiency of 180 words per minute, he or she may 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 Court Reporters Board (CRB) of California.

ATTENDANCE

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 classes at the end of a college’s academic quarter. Several options are available to students to make up the time related to a class absence.

■ ■ ■ POLICIES AND PROCEDURES

Only a maximum of 20 percent in 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.

If 100 percent attendance is not achieved by students at the end of the quarter, their financial aid eligibility will be placed in jeopardy. It should be noted that even cash-paying students are subject to this 100 percent attendance policy because the Department of Education (DOE) states that the same standards must apply to all students regardless of whether students use financial aid resources or a cash-payment method to fund their education.

AUDIT COURSES

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

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.

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.

LENGTH OF COURSE

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.

The court reporting program is approved to be achieved within 4440 clock hours. 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 Court Reporters Board (CRB) of California 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.

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.

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.

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.

■ ■ ■ POLICIES AND PROCEDURES

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.

REPEATED COURSES

South Coast College does permit the repetition of goal speed classes, which can be taken up to twelve 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.

TESTING IN SKILL COURSES

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 – 160 WPM		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	5 minutes	97.5%
170 WPM		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	7 minutes	97.5%
180 WPM		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	8 minutes	97.5%
190 WPM		
1-Literary	5 minutes	97.5%
2-Testimonial	5 minutes	97.5%
3-Testimonial	9 minutes	97.5%
200 WPM		
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 three (3) hours.

Official skill tests are normally five minutes of dictation on unfamiliar material transcribed within 1 hour and 30 minutes.

A time clock is used to check in and out of the Test Transcription Resource Center. The completed transcript, together with the machine notes, is then turned in to the Grading Resource Center to be graded. An accuracy rate of 97.5 percent is always required for a passing grade.

TYPING CREDITS

Two typing credits a week results in attendance credit for the time spent in transcribing the notes.

POLICIES AND PROCEDURES

SKILL TEST REQUIREMENTS FOR DEGREE AT SOUTH COAST COLLEGE VERSUS QUALIFYING FOR CERTIFIED SHORTHAND REPORTER (CSR) EXAMINATION

SPEED*** WPM	TEST TYPE*	TEST QUANTITY	TEST DURATION	ACCURACY %	MAXIMUM ERROR COUNT	TRANSCRIPTION/TYPING TIME**	QUALIFY FOR CSR EXAMINATION	AAS DEGREE	CERTIFICATE OF ACHIEVEMENT
40	Testimony	2	5 min	97.5	6	1 hr. 30 min	•	•	* All tests are unfamiliar material (to meet NCRA requirements).
	Literary	1	5 min	97.5	6	1 hr. 30 min	•	•	
50	Testimony	2	5 min	97.5	7	1 hr. 30 min	•	•	** All tests are typed under site supervision (to meet NCRA requirements).
	Literary	1	5 min	97.5	7	1 hr. 30 min	•	•	
60	Testimony	2	5 min	97.5	8	1 hr. 30 min	•	•	*** 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.
	Literary	1	5 min	97.5	8	1 hr. 30 min	•	•	
70	Testimony	2	5 min	97.5	9	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	9	1 hr. 30 min	•	•	
80	Testimony	2	5 min	97.5	10	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	10	1 hr. 30 min	•	•	
90	Testimony	2	5 min	97.5	11	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	11	1 hr. 30 min	•	•	
100	Testimony	2	5 min	97.5	12	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	12	1 hr. 30 min	•	•	
110	Testimony	2	5 min	97.5	13	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	13	1 hr. 30 min	•	•	
120	Testimony	2	5 min	97.5	15	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	15	1 hr. 30 min	•	•	
130	Testimony	2	5 min	97.5	16	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	16	1 hr. 30 min	•	•	
140	Testimony	2	5 min	97.5	18	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	18	1 hr. 30 min	•	•	
150	Testimony	2	5 min	97.5	19	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	19	1 hr. 30 min	•	•	
160	Testimony	2	5 min	97.5	20	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	20	1 hr. 30 min	•	•	
170	Testimony	1	5 min	97.5	21	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	21	1 hr. 30 min	•	•	
180	Testimony	1	7-min	97.5	29	2 hr. 15 min	•	•	
	Testimony	1	5 min	97.5	23	1 hr. 30 min	•	•	
180	Literary	1	5 min	97.5	23	1 hr. 30 min	•	•	
	Testimony	1	8-min	97.5	35	2 hr. 30 min	•	•	
190	Testimony	1	5 min	97.5	24	1 hr. 30 min	•	•	
	Literary	1	5 min	97.5	24	1 hr. 30 min	•	•	
190	Testimony	1	9-min	97.5	42	2 hr. 45 min	•	•	
	Testimony	1	5 min	97.5	25	1 hr. 30 min	•	•	
200	Literary	1	5 min	97.5	25	1 hr. 30 min	•	•	
	Testimony	1	10-min	97.5	50	3 hr.	•	•	
200	Live 4-Voice	1	10 min	97.5	50	3 hr.	•	•	
180	Literary	3	5 min	95	45	1 hr. 15 min		•	
200	Jury Charge	3	5 min	95	50	1 hr. 15 min		•	
225	Testimony	3	5 min	95	57	1 hr. 15 min		•	
240	Testimony	3	5 min	95	60	1 hr. 30 min		•	

LEGAL PROGRAMS

ATTENDANCE

Legal students 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.

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 and legal administrative assistant externships are courses 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 fax their time sheets to the Director of Legal Programs at (714) 867-5026.

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 should avoid any potential problems by submitting (via fax) their time sheets to the Director of Legal Programs every Friday.

LENGTH OF COURSE

The **paralegal studies program** is an 18-month course for day students and a 24-month course for night students.

The **legal administrative assistant / legal secretary program** is a 9-month course for day students, and a 12-month course for night students.

■ ■ ■ POLICIES AND PROCEDURES

MEDICAL PROGRAMS

ATTENDANCE

Medical students must maintain 80 percent of attendance at all times. In the Medical Assistant Program, the 80 percent factor allows for **4 absences for day** students and **2 absences for night** students a month. Students who miss more than that will have to make up the required work and/or do extra credit work.

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 fax their time sheets to the Director of Medical Programs or Externship/Placement Coordinator at (714) 867-5026.

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 should avoid any potential problems by submitting (via fax) their time sheets to the Director of Medical Programs or Externship/Placement Coordinator every Friday.

LENGTH OF COURSE

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

CONSUMER INFORMATION *Student Rights*

Before attending South Coast College, you will receive an orientation packet containing the following: an enrollment agreement, refund calculation policy, notice of cancellation, drug-free workplace philosophy, campus crime statistics, procedure for scholastic course proficiency examinations, total start costs for day and night, and parking information.

All students will also receive documentation pertaining to the graduation and placement of the various programs. Court reporting students will also receive exam statistics for the court reporting program.

You will receive information packets from the Financial Aid Director and obtain default management counseling.

CANCELLATION OF ENROLLMENT AGREEMENT

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the 7th day after enrollment, whichever is later, exclusive of the nonrefundable application fee.

To cancel enrollment, call or write South Coast College at the following address:

SOUTH COAST COLLEGE
 2011 West Chapman Avenue
 Orange, CA 92868
 Phone: (714)867-5009
 Fax: (714)867-5026

Students are advised that they have the following rights:

- You may cancel your contract with South Coast College without any penalty or obligation, as described in the Notice of Cancellation form that will be given to you at the orientation meeting. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the College for a sample copy.
- After the end of the cancellation period, you also have the right to stop college at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the Financial Aid Office for a description of the refund policy.
- 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 N112
 Sacramento, CA 95834
 (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

■ ■ ■ CONSUMER INFORMATION

DISCLOSURES

Students are given a track record disclosure form (School Performance Fact Sheet) on the number of graduates, placements, and starting salaries at orientation in their New Student Document Package. They also receive the required Court Reporters Board Pamphlet on selecting the career of court reporting and selecting a court reporting school.

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 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 you a chance 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.

For student eligibility requirements and information on the application process, please read Addendum B of the Catalog (South Coast College Consumer Information Handbook). 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.

■ ■ ■ SATISFACTORY ACADEMIC PERFORMANCE

SATISFACTORY ACADEMIC PROGRESS

CAMPUS STANDARDS

Federal regulations require all institutions participating in Title IV aid programs to define and to 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 nonfinancial aid recipients.

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

1. Cumulative Grade Point Average (CGPA)
2. Pace to Completion
3. Maximum Time Frame for Completion of Program

SAP standards are monitored quarterly for programs of less than a year and in annual increments for all other programs.

Note: Annual, as used for SAP, is 3 quarters for day students and 4 quarters for night students.

Satisfactory Academic Progress is reviewed by program as follows:

- **Annually Prior to Repackaging** – Court Reporting and Paralegal
- **Quarterly** – Medical Assistant and Legal Administrative Assistant / Legal Secretary

NOTIFICATION OF STUDENT

- Any student who is not meeting one or more of the SAP requirements will be notified verbally in person or by phone or in writing.
- Notification includes the following: informing the student of the consequences of not meeting SAP standards, explaining how to reestablish eligibility, and reviewing the appeal process.
- In a situation where students regain financial aid eligibility, they will be notified by the financial aid office and their financial aid file will be reactivated.

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 their second year and at each annual 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 their second year or at any annual review thereafter will be taken off financial aid. These students can reestablish their financial aid eligibility by the following:

1. attending without financial aid by paying cash and bringing their CGPA back to 2.0 or
2. appealing due to extenuating circumstances.

The appeal process is discussed later in this section.

Once students regain their eligibility for financial aid, they will be notified by the Financial Aid Office and their financial aid file will be reactivated.

2. PACE TO COMPLETION

CREDIT-BASED EVALUATION *All Programs*

To ensure that students are able to finish their programs within the 150% time frame allowed, the Financial Aid Office reviews the number of cumulative units completed (passed) against the number of units attempted for the prior award year. This is done annually for programs of more than a year and quarterly for programs of less than a year.

Students are required to complete 80% of all units attempted their first year and 65% of all units attempted for all subsequent years.

Students who do not meet the percentage requirement at review will be taken off financial aid. These students can reestablish their financial aid eligibility by:

1. attending without financial aid by paying cash and bringing their percentage back up or
2. appealing due to extenuating circumstances.

The appeal process is discussed later in this section.

Once students regain their eligibility for financial aid, they will be notified by the Financial Aid Office and their financial aid file will be reactivated.

CLOCK-HOUR-BASED EVALUATION

Court Reporting Programs for students enrolled after July 1, 2011

In a clock-hour-based evaluation, the student’s skill level is determined based upon the student’s enrolled time within the program.

COURT REPORTING DAY SCHOOL	SKILL LEVEL ATTEMPTING	COURT REPORTING NIGHT SCHOOL
9 months	90-110 wpm	12 months
18 months	120-150 wpm	24 months
27 months	160-170 wpm	36 months
36 months	180-190 wpm	48 months
48 months	200-Qualifier	60 months

Students who are not meeting their skill requirements quarterly will first receive a warning and then be placed on probation. If at the evaluation points in the previous chart they do not meet the skill level requirement, they will be taken off financial aid. These students can reestablish their financial aid eligibility by doing the following:

1. attending without financial aid by paying cash and bringing their percentage back up or
2. appealing and working out a plan with the Director or Director of Court Reporting.

■ ■ ■ SATISFACTORY ACADEMIC PERFORMANCE

Once students regain their eligibility for financial aid, they will be notified by the Financial Aid Office and their financial aid file will be reactivated.

3. MAXIMUM TIME FRAME FOR COMPLETION OF PROGRAM

CREDIT-BASED EVALUATION *All Programs*

Federal regulations require schools to set a limit to the amount of time students can work toward any degree or certification and maintain their financial aid eligibility. At South Coast College, we use the maximum time frame allowed, which is 150% of the normal program length.

The time frame expressed in credits for each program is as follows:

PROGRAM	CREDITS REQUIRED FOR PROGRAM	CREDITS ALLOWED FOR SAP
Court Reporting AAS Degree	192	288
Court Reporting Certificate	177	265.5
Paralegal Studies AA Degree	96	144
Legal Administrative Assistant Certificate	43.5	65.25
Medical Assistant Certificate	39	58.5

The modified table to show the maximum time frames in months (calendar time):

PROGRAM	DAY PROGRAM	NIGHT PROGRAM
Court Reporting AAS Degree	66 mos.	87 mos.
Court Reporting Certificate	63 mos.	84 mos.
Paralegal Studies AA Degree	27 mos.	36 mos.
Legal Administrative Assistant Certificate	13.5 mos.	18 mos.
Medical Assistant Certificate	13.5 mos.	18 mos.

Students who do not finish their programs within the Maximum Time Frame requirement will be taken off financial aid.

These students can become extended enrollment / nonregular students. The student must sign an "Extended Enrollment" agreement each quarter with the Accounting Department to stay enrolled.

While on extended enrollment status, students will not be eligible for Title IV funds, VA funds, or any other agency funding.

While on extended enrollment status, the student will be evaluated regularly by the program director to determine the student's desire and ability to satisfactorily complete the program. This review is separate from the regular SAP probation process. While in this extended enrollment status, students must retake failed classes or enroll in skill classes required to be licensed in their program.

Students in an extended enrollment status can receive the degree/credential for which they originally enrolled when they meet the requirements for graduation.

CLOCK-HOUR-BASED EVALUATION

Court Reporting Programs for students enrolled after July 1, 2011

Federal regulations require schools set a limit to the amount of time students can work toward any degree or certification and maintain their financial aid eligibility. At South Coast College, we use a maximum clock-hour time frame allowed, which is 6,660 clock hours. All absences incurred by students in court reporting must be made up.

The time frame for each program is as follows:

COURT REPORTING DAY SCHOOL	CLOCK HOURS EXPENDED 100% ATTENDANCE	COURT REPORTING NIGHT SCHOOL	CLOCK HOURS EXPENDED 100% ATTENDANCE
12 mos.	1200 hrs.	12 mos.	912 hrs.
24 mos.	2400 hrs.	24 mos.	1824 hrs.
36 mos.	3600 hrs.	36 mos.	2736 hrs.
48 mos.	4800 hrs.	48 mos.	3648 hrs.
60 mos.	6000 hrs.	60 mos.	4560 hrs.
66 mos.	6600 hrs.	72 mos.	5472 hrs.
		84 mos.	6384 hrs.
		87 mos.	6612 hrs.

Students who do not finish their programs within the Maximum Time Frame requirement will be taken off financial aid.

These students must become extended enrollment / nonregular students. While on extended enrollment status, students will not be eligible for Title IV funds, VA funds, or any other agency funding.

While on extended enrollment status, the student will be evaluated regularly by the program director to determine the student's desire and ability to satisfactorily complete the program. This review is separate from the regular SAP probation

process. While in this extended enrollment status, students must retake failed classes or enroll in skill classes required to be licensed in their program.

Students in an extended enrollment status can receive the degree/credential for which they originally enrolled.

EFFECT OF NONACADEMIC GRADES ON SAP

- Withdrawals – Withdrawals result in a "W" grade or a failing grade of 55 if done late in the quarter. These grades are counted in units attempted but not in units completed and affect the student's 80%/65% completion requirement as well as maximum time frame calculation.
- Incompletes – South Coast College does not give a grade of Incomplete
- Repeated courses – All Programs:
 - Academic and Theory courses may be repeated only twice for credit.
 - Some skill courses may be repeated for credit within established limits. Academic courses with a grade of D or below may be repeated for a passing grade. The repeated course grade will replace the prior course grade.
- Repeated Courses – Court Reporting Program:
 - Goal Course – May be repeated until credit is earned. The student is given credit for the goal class that is passed, not attempted. The goal class is considered a lecture class as it is considered a class for testing purposes. It may be repeated until credit is earned for a total of 12 times (6 push and 6 trails) at ½ the value of the Goal Class. The student is given credit for the push and trail speeds according to attendance regulations because they are considered practice or lab classes.
 - Advanced Theory and Theory Reinforcement classes may be repeated as needed.

■ ■ ■ SATISFACTORY ACADEMIC PERFORMANCE

- Nonpunitive grades – South Coast College does not have nonpunitive grades
- Noncredit – A goal class may be taken for a letter grade or noncredit
- Remedial – South Coast College does not have remedial classes

CREDIT FOR SKILL PROGRESSION

Court reporting students who pass more than one speed in a quarter will be credited with passing one speed per quarter and given a No Credit (NC) for the other speed(s). The additional speed(s) will be credited to the following quarter(s).

ACADEMIC DEFICIENCIES

Court reporting students who started after July 1, 2011, who do not pass an academic course during the quarter, may be assigned a tutor for the following quarter to help remedy any academic deficiencies. At the discretion of the Campus Director or Program Director, they may be given an opportunity to make up work to improve their grades to a passing grade. The grade will replace the failed grade.

WARNING PERIODS

Students in all programs (even one year or less) can receive a warning period prior to losing their financial aid eligibility. This warning period allows students to continue to receive financial aid for one quarter so they can reestablish their SAP standing. This warning period is automatic for all students in a program of one year or less, and they are notified in writing if they are under a warning status. Students who have not reached the SAP standards at the end of their warning period will be placed into a probation period.

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 that is followed prior to placing a student in a probation status is to first counsel the student with regard to any issues that may 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 College 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 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 are for one quarter only unless the student has completed an academic contract with his/her program director, in which case his/her probation period is for one year. SAP will still be

reviewed for these students quarterly, and the student will be advised about his/her progress.

APPEAL PROCESS

Students may file an appeal if they believe there are mitigating circumstances why they did not meet the campus SAP requirements. South Coast College defines mitigating circumstances as including but not being limited to the following:

- an act of nature that results in the displacement of students from their residences,
- a documented extraordinary medical condition / serious accident,
- death of an immediate family member,
- unusual circumstances beyond the student's control.

If students fail to meet SAP standards or fail to adhere to their academic plan while in an appeal period, they will be taken off financial aid.

APPEAL PROCEDURE:

- The student completes an SAP Appeal form or writes a letter that includes all mitigating circumstances involved as well as an action plan for improvement.
- Any documentation that can verify or help clarify the appeal should be attached.
- A letter of support from the program director outlining the student's 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 aid will be awarded for the time frame explained previously. An appeal is for one quarter, unless the student completes an academic contract with his/her program director for the award period. SAP is reviewed quarterly to ensure the student is meeting the terms of his/her academic contract. If students fail to meet SAP standards while in an appeal period, they will be taken off financial aid. Students will be allowed to enroll as cash-paying until they reestablish their SAP status.

APPEAL DENIAL

If an appeal is denied, students will be taken off financial aid. Students will be allowed to enroll as cash-paying until they reestablish their SAP status.

DISMISSAL

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

SATISFACTORY ACADEMIC PERFORMANCE

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.

GROUNDINGS FOR DISMISSAL

South Coast College reserves the right to require withdrawal at any time of any student whose attitude or conduct is not in accordance with the ideals and standards of the College. The College does not wish to terminate any student, but such action will be necessitated in cases where the following problems are not resolved:

- Nonpayment of tuition
- Aggressive or disrespectful behavior toward students/staff
- Extended absences
- Unsatisfactory progress
- Dishonesty in any academic or skill building pursuit
- Destruction or theft of student or College property
- Any other violations of standards set forth in the catalog under Student Conduct.

South Coast College is a learning environment. All students are expected to respect the rights of other students as they pursue their course of study. Common courtesy is expected from students and staff alike.

EFFECT OF CHANGE OF PROGRAM ON SAP

If students wish to change from one program to another at South Coast College, they need to do so in writing. Requests are reviewed by the program director to see if any classes are transferable from the students' prior program into their new program.

- Only the courses **that are transferred into the new program are used to calculate the students' SAP in the new program.**
- All units and grade points that are not accepted into the new program are 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 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 students' prior degree or certificate into their new degree or certificate.

- Only the courses that apply to the additional degree or certificate are used to calculate the students' SAP in their new program.
- All units 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 units 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 units do not count in students' 65% completion rate or in their CGPA.

SAP REQUIREMENT FOR PROGRAM GRADUATION

A minimum CGPA of 2.0 or greater is required for graduation in all programs at South Coast College.

■ ■ ■ ADMINISTRATION

BOARD OF DIRECTORS

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

President/Secretary	Jean Gonzalez
Vice-President / Financial Operations / Treasurer	Leonard Skelton

ADMINISTRATIVE STAFF

ADMINISTRATION

Director	Jean Gonzalez
Receptionist (Day)	Brenda Thomas
Receptionist (Night)	Staff
Director of Operations	Kevin Magner

BUSINESS SERVICES

Dean of Administration & Finance	Jila Anelibi
Accountant	Amy Tumaliuan

FINANCIAL AID (STUDENT SERVICES) / SATISFACTORY PROGRESS

Financial Aid Director	Michael Ly
Financial Aid Assistant	Cynthia Bayani-Abedian

REGISTRAR / STUDENT RECORDS

Registrar / Records Manager / Attendance	Yoshiko Izumi
Student Services	Cynthia Bayani-Abedian
Placement Services	Directors of individual programs

ADMISSIONS

Director of Admissions	Cindy Chien
Admissions Representative	Shirley Gunther

BOOKSTORE / LIBRARY / LEARNING RESOURCE CENTER

Bookstore Manager	Edward Reaser
Bookstore Assistant (Night)	Kristina Tan
Librarian / Learning Resource Center Manager	Edward Reaser

FACULTY DIRECTORS

Director of Court Reporting	Yolanda Krieger
Director of Medical Programs	Tehmina Ashraf Khan
Director of Legal Programs	William Dixon

INFORMATION TECHNOLOGY / COMPUTER LEARNING CENTERS / MEDICAL LABORATORY

Director of Information Technology	Kevin Magner
Information Technology Support	Jonathan Cortes
Grading Resource Center	Staff
Medical Laboratory	Anne Marie Kaeding

EXTERNSHIPS/PLACEMENT COORDINATORS

Court Reporting Placement Coordinator	Yolanda Krieger
Legal Program Placement Coordinator	Emely Cruz
Medical Programs Placement Coordinator	Tom Sinsky

BEHDAD AKBARPOUR, MD
MEDICAL PROGRAMS ADVISOR

Diplomate, American Board of Internal Medicine
 MD, Tehran University School of Medicine, Tehran, Iran
 Major: Internal Medicine
 Medical License, Medical Board of California
 Federal DEA Certificate, Drug Enforcement Agency
 ECFHG Certificate, ECFHG

Dr. Akbarpour is a California Certified Physician and has held various medical-related positions, including physician and medical directorship.

Dr. Akbarpour is a graduate of Tehran University School of Medicine where he received his training. He has done subsequent medical residencies at Yale University School of Medicine (Preliminary Medicine Residency), Mount Sinai School of Medicine (Internal Medicine Residency), UMDNJ School of Medicine (Internal Medicine Residency).

He has worked with Orange County Center for Special Immunology, Orange County Immune Institute, South Metropolitan Medical and Rehabilitation Clinic, Los Angeles; and Holt Clinic, Ontario.

Dr. Akbarpour currently is in private practice at Palm View Medical Center in Irvine and is Medical Advisor to the Medical Assistant Program at South Coast College.

MARY AUGUSTINE, CSR, AAS
INSTRUCTOR

AAS, South Coast College, CA
 Major: Court Reporting
 CSR, Court Reporters Board of California

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 full time in the court reporting program at South Coast College. She is also an instructor for the Paralegal Program.

■ ■ ■ FACULTY MEMBERS

MARLIN BRANSTETTER, BSL, JD INSTRUCTOR

JD, Western State University, College of Law, Fullerton, CA
Major: Law
BSL, Western State University, College of Law, Fullerton, CA
Major: Law

Marlin Branstetter attended California State University, Fullerton and received his undergraduate and graduate degrees from Western State University, College of Law.

Professor Branstetter is a practicing attorney who has his own law practice where he specializes in bankruptcy proceedings. He is a member of the State Bar of California. He has taught legal classes part time at South Coast College since 1987.

JOSEPH R. BURT, BA, MA INSTRUCTOR

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 a part-time English instructor in the court reporting program and teaches general education classes for the Paralegal Studies AA degree at South Coast College.

KIM CATHEY, CSR, CERTIFICATE INSTRUCTOR

Certificate, California School of Court Reporting, Santa Ana, CA
Major: Court Reporting
CSR, Court Reporters Board of California

Kim Cathey is a California Certified Shorthand Reporter (CSR). Ms. Cathey received her Certificate in Court Reporting from California School of Court Reporting. She has been a full-time deposition reporter since 1993.

She is currently a full-time deposition reporter and a part-time instructor at South Coast College.

EMELY CRUZ, AA, BSL, JD INSTRUCTOR

JD, Pacific West College of Law, Orange, CA
Major: Law
BSL, Pacific West College of Law, Orange, CA
Major: Law
AA, Cerritos College, Cerritos, CA
Major: Paralegal Studies

Emely Cruz attended Western State University, College of Law, and obtained her BSL and JD degrees in law from Pacific West College of Law. She received an AA degree in Paralegal Studies from Cerritos College and holds a vocational certificate from Los Angeles Trade Technical College in Plastics Technology.

Professor Cruz is currently employed as a law clerk. She is also a part-time instructor in the Paralegal Studies program at South Coast College.

JUSTINE DELL, AA, BA, JD
INSTRUCTOR

JD, Western State University, College of Law, Fullerton, CA
 Major: Law
 BA, California State University, Dominguez Hills, CA
 Major: Interdisciplinary Studies / Sociology
 AA, Cerritos College, Norwalk, CA
 Major: Paralegal/General Studies

Justine Dell received her AA degree in Paralegal Studies from Cerritos College and her BA degree in Interdisciplinary Studies and Sociology from California State University, Dominguez Hills. She received her JD from Western State University, College of Law.

Professor Dell began her career as a legal assistant. Later she was employed as a paralegal. Currently, she is a practicing attorney. Professor Dell teaches Family Law at South Coast College.

WILLIAM B. DIXON, BA, JD
DIRECTOR OF LEGAL PROGRAMS / INSTRUCTOR

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 at 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.

Professor Dixon is Director/Instructor of Legal Studies at South Coast College and an adjunct faculty member at Pacific West College of Law in Orange, CA.

■ ■ ■ FACULTY MEMBERS

KATHY GENEVAY, CSR, AAS INSTRUCTOR

AAS, South Coast College, CA

Major: Court Reporting

CSR, Court Reporters Board of California

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

She has been affiliated with South Coast College since 1989.

Ms. Genevay was also a full-time court reporting instructor at CEI College, formerly Lee College, for over 10 years. She is currently a full-time court reporting instructor.

JEAN GONZALEZ, BA, MA DIRECTOR AND INSTRUCTOR

MA, Kent State University, Kent, OH

Major: English

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 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.

KATHY HETTICK, CSR, AAS
INSTRUCTOR

AAS, South Coast College, CA
 Major: Court Reporting
 CSR, Court Reporters Board of California

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

Ms. Hettick was a full-time rapid-data entry specialist at the Buena Park Police Department for many years. She taught full time for a number of years at South Coast College.

Ms. Hettick is currently an Official Reporter in the Orange County Courts and a part-time instructor at South Coast College.

TEHMINA ASHRAF KHAN, MD, MPH (IN PROGRESS)
DIRECTOR OF MEDICAL PROGRAMS / INSTRUCTOR

MPH, California State University, Fullerton, CA
 Major: Public Health (In Progress)
 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 is progressing toward 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.

■ ■ ■ FACULTY MEMBERS

YOLANDA KRIEGER, CSR, AAS
DIRECTOR OF COURT REPORTING / INSTRUCTOR

AAS, South Coast College, CA

Major: Court Reporting

CSR, Court Reporters Board of California

Yolanda Krieger is a California Certified Shorthand Reporter (CSR). Ms. Krieger received court reporting training at Tri-Community College and an AAS degree in Court Reporting from South Coast College. Ms. Krieger had been a deposition reporter for several years.

She has been the Director of Court Reporting at South Coast College for over 8 years and teaches an occasional skill building course.

THOMAS JAMES LO, BA, JD
INSTRUCTOR

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 has been the Senior Deputy Public Defender for the Orange County Public Defender's office for over 14 years and has been practicing law since 1991.

Professor Lo is a part-time paralegal instructor in the Paralegal Studies program at South Coast College.

RICK LOUIE, BSEE
INSTRUCTOR

BSEE, California State University, Fullerton, CA

Major: Electrical Engineering Emphasis: Computer Engineering

Rick Louie received his BSEE degree from California State University, Fullerton.

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.

Mr. Louie is a part-time instructor in the court reporting computer courses.

KEVIN MAGNER
DIRECTOR OF OPERATIONS AND MARKETING / MIS DIRECTOR /
INSTRUCTOR

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

DAVID MANZER, BA, JD
INSTRUCTOR

JD, Western State University, College of Law, Fullerton, CA

Major: Law

BA, California State University, Fullerton, CA

Major: Political Science

David Manzer received a JD degree from Western State University of Law and a BA in Political Science from California State University, Fullerton.

Professor Manzer is a member of the State Bar of California. He is the principal of the Law Office of David R. Manzer. His experience includes the position of in-house counsel at CNA Insurance, Burbank/Glendale; and associate attorney for Kern and Wooley, Los Angeles.

Professor Manzer is currently a full-time instructor in the Paralegal Studies program at South Coast College.

■ ■ ■ FACULTY MEMBERS

SUZANNE METCALF, CSR, CERTIFICATE, AAS, CRI INSTRUCTOR

CRI, National Court Reporters Association
Certificate, Cypress College, Cypress, CA
Major: Court Reporting
AAS, South Coast College, CA
Major: Realtime Court Reporting
CSR, Court Reporters Board of California

Suzanne Metcalf is a California Certified Shorthand Reporter (CSR). Ms. Metcalf received her Certificate in Court Reporting from Cypress College and an AAS degree in Court Reporting from South Coast College. She is 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 full-time instructor at South Coast College.

JODI MONROE, CSR, CERTIFICATE INSTRUCTOR

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

Jodi Monroe is a California Certified Shorthand Reporter (CSR). Ms. Monroe received her Certificate in Court Reporting from South Coast College.

Ms. Monroe has been a deposition reporter for several years. She currently serves on the Board of the Deposition Reporters Association (DRA). She is currently a part-time professional studies instructor at South Coast College.

MUHAMMAD NASIR, MD, MPH
INSTRUCTOR

MPH, California State University, Fullerton, CA
 Major: Public Health
 MD, Nishtar Medical College, Multan, Pakistan
 Major: Medicine, surgery, radiology

Dr. Muhammad Nasir graduated and completed his clinical internship from Nishtar Medical College and Hospital, Pakistan.

Dr. Nasir was an active member of Medical College Blood Donor Society and was awarded with the President Scholarship for medical education. During the time between 2002 and 2009, he served in the Army Civil Health Sector and Medical Colleges where he was both clinical staff and teaching faculty. In recognition of his medical services, he was awarded a medal.

From 2007 to 2009, he was supervisor for the World Health Organization (WHO) vaccination campaigns. He holds certifications in the following areas: Health Information technology (Trainer & Implementation Manager in EMR/EHR) from Orange Coast College; Advanced Cardiac Life Support and Basic Life Support from the American Heart Association; Ultrasound (General, Vascular, Adult Echo) from the American Registry for Diagnostic Medical Sonography. He has passed the United States medical licensing exams and gained experience in the U.S. healthcare system.

Dr. Nasir received an MPH from California State University, Fullerton and was awarded an Academic Excellence Award in 2012 for maintaining the highest Graduate GPA of 4.0. Dr. Nasir is an instructor in the Medical Assistant program at South Coast College and teaches medical courses for the Court Reporting and Paralegal programs.

MICHAEL PETRI, MA, MPA, BA, CERTIFICATE
INSTRUCTOR

Certificate, California State University, Long Beach, CA
 Major: Peace Studies
 MPA, California State University, Long Beach, CA
 Major: Public Administration
 MA, California State University, Long Beach, CA
 Major: Political Science
 BA, California State University, Long Beach, CA
 Major: Political Science

Michael Petri received his BA degree in Political Science from California State University, Long Beach. He also received his subsequent MA and MPA degrees and Certificate in Peace Studies from that institution.

Professor Petri has extensive teaching experience at the community college level, having taught at Saddleback, Cypress, Santa Ana, and Coastline community colleges. He also has extensive curriculum development experience and a technology background. He has both campus-based and online teaching experience.

Professor Petri also has extensive writing and editing experience and is a textbook author. He currently teaches part time at South Coast College.

■ ■ ■ FACULTY MEMBERS

MONIQUE PHILIPS-LLOYD, BA INSTRUCTOR

BA, California Polytechnic University, Pomona, CA
Major: Liberal Studies
Minor: English
Emphasis: Reading/Language

Monique Philips-Lloyd earned her BA degree in Liberal Studies and English from California Polytechnic University, Pomona, CA. Professor Philips-Lloyd is working on an MA degree at National University in Education. Ms. Philips-Lloyd obtained her certificates from Slingerland Institute for Literacy for Special Education, Santa Ana, CA; Postsecondary and Vocational Certification, Sacramento, CA; Applied Behavior Analysis Certification, Los Angeles, CA; and Multi-sensory Certification, Yorba Linda, CA.

Professor Philips-Lloyd has taught at Mt. San Antonio College, Brea Olinda High School, Fullerton College, Anaheim School District, and Heritage Oak Private School (A Blue Ribbon School). She is currently a part-time instructor at South Coast College.

EDWARD REASER, BA, MSLS LIBRARIAN/LEARNING RESOURCES DIRECTOR

MSLS, University of Southern California, Los Angeles, CA
Major: Library Science
BA Whittier College, Whittier, CA
Major: French

Edward Reaser earned his BA degree in French from Whittier College and his MSLS degree in Library Science from the University of Southern California.

Mr. Reaser has worked at college, medical/legal, business, and public libraries. He has done staff training and has taught college courses, including English, economics, and U.S. government.

Mr. Reaser is the college librarian and oversees the resources in the various learning resource centers throughout the college.

**REBECCA REMSEN, CSR, RPR, AAS, AA
INSTRUCTOR**

AAS, South Coast College, CA
 Major: Court Reporting
 AA, Cypress College, Cypress, CA
 Major: General Education
 RPR, National Court Reporters Association
 CSR, Court Reporters Board of California

Rebecca Remsen is a California Certified Shorthand Reporter (CSR) and a Registered Professional Reporter (RPR). Ms. Remsen received an AA degree in Court Reporting from Cypress College and an AAS degree in Court Reporting from South Coast College.

Ms. Remsen worked as a reporter for several years and has been affiliated with South Coast College for over 20 years. She currently teaches full time in the Court Reporting Program.

**MARK ROHDE, BA
INSTRUCTOR**

BA, Vanguard University, Costa Mesa, CA
 Major: Psychology
 CBEST Certification, State of California

Mark Rohde received a BA from Vanguard University, Costa Mesa. He also attained CBEST Certification.

Professor Rohde has been an instructor at South Coast College and formerly was a computer laboratory supervisor since 1994. He previously provided training and education to the court reporting community for over 15 years. Prior to coming to South Coast College, he began as a documentation and support specialist for Gigatron Corporation, writing over seven user and technical manuals. He has an extensive technical writing background and has worked for Meridian Technology, Vitex Technology, and American Datacom as a technical writer.

At Gigatron Corporation, he was involved in the installation of several CIC courtroom systems and provided training in the use of realtime courtroom services.

Professor Rohde has taught realtime steno theory for many years and is conversant in several theories including Roberts-Walsh-Gonzalez, Digitext, and Phoenix theories. He is considered a highly motivational instructor and has conducted motivational seminars and speed-progression clinics. He is a full-time instructor at South Coast College.

■ ■ ■ FACULTY MEMBERS

CAROLYN A. ROSENBERG, CSR, BS, BS, MESE INSTRUCTOR

ME, in Secondary Education, Arcadia University, Glenside, PA
BS, North Carolina State University, Raleigh, NC
Major: Meteorology
BS, Penn State University, University Park, PA
Major: Mathematics
Minor: Biological Sciences
Certificate, South Coast College, CA
Major: Court Reporting
CSR, Court Reporters Board of California

Carolyn Rosenberg received a BS degree in Meteorology from North Carolina State University and a BS degree in Mathematics from Penn State University.

Professor Rosenberg became a California Certified Shorthand Reporter in 1992 and worked as a reporter for over 8 years in California. She then relocated to Pennsylvania where she was employed as a mathematics teacher and substitute teacher within several high schools for over 10 years. During this time, she earned a Masters of Education in Secondary Education.

Professor Rosenberg has now returned to California where she resumed her court reporting career and currently teaches part time at South Coast College.

LINDA A. SANGER, BA INSTRUCTOR

BA, Whittier College, Whittier, CA
Major: Mathematics

Linda A. Sanger received her BA degree in Mathematics from Whittier College, Whittier, CA. She has teaching credentials in General Elementary Teaching and Designated Subjects.

Professor Sanger taught business, computer, mathematics, and English classes at both Maric and MTI colleges. She was also the Regional Administrator for the Western Region at Dataronics, Inc. and supervised and managed the office staff at Autotrol Technology Corporation.

Professor Sanger is currently a part-time instructor day and evening in mathematics and software applications courses.

TOM SINSKY, BA, MA, MFA, JD
INSTRUCTOR

JD, University of Wisconsin Law School, Madison, WI
 Major: Law
 MFA, University of Southern California, School of Cinema Arts, Los Angeles, CA
 Major: Fine Arts
 MA, Loyola Marymount University, Westchester, CA
 Major: English
 BA, University of San Diego, San Diego, CA
 Major: English

Tom Sinsky received his BA degree in English from the University of San Diego. He received his MA degree in English from Marymount University and an MAF degree in Fine Arts from the University of Southern California, School of Cinema Arts. He also received a JD in Law from the University of Wisconsin Law School.

Professor Sinsky has taught various disciplines at the high school, college, and university levels for many years in various educational formats including live and asynchronous online courses. Professor Sinsky is currently the Medical Programs Externship/Placement Coordinator and a part-time instructor at South Coast College.

ROBERT TENNANT, BA, JD
INSTRUCTOR

JD, Western State University, College of Law, Fullerton, CA
 Major: Law
 BA, California State University, Fullerton, CA
 Major: American Studies
 Minor: Business Administration

Robert Tennant received his JD degree from Western State University, College of Law in Fullerton where he was a member of the Western State University Legal Clinic and received top honors. At Western State University, he was an honor student and was recognized with the Witkins Award. He was also a member of the Phi Alpha Delta Law Fraternity, Warren Burger Chapter.

At California State University, Fullerton, he received a BA with a major in American Studies and a minor in Business Administration and was also an honor student.

Professor Tennant is a practicing attorney and is a part-time instructor in the Paralegal Studies program.

■ ■ ■ FACULTY MEMBERS

SHERMAN L. WINNICK, AA, BA, JD

INSTRUCTOR

JD, Southwestern University, Los Angeles, CA

Major: Law

BA, California State University, Northridge, CA

Major: Geography

AA, Los Angeles Valley College, Valley Glen, CA

Major: Geography

Sherman L. Winnick received his AA degree from Los Angeles Valley College, his BA degree from California State University, Northridge, and his JD degree from Southwestern University.

Professor Winnick taught at Western State University for 15 years. He was a former Deputy City Prosecutor for the city of Long Beach. He has served as an expert witness since 1990 and has had his own law practice from 1979. He has previously taught at Chapman University.

Professor Winnick is currently a licensed real estate broker and active notary in addition to being a part-time instructor at South Coast College.