

# **INFORMATION CONCERNING THE TAFT COLLEGE AT WESTEC COURT REPORTING PROGRAM (CTRP)**

## **How does the program work?**

### **1) THEORY**

*Theory, (5 units), is the first class that is required. “Steno” is a shorthand skill taught to students that allows the student to listen to dictation at various speeds and to produce accurate transcripts from that dictation.*

### **2) SPEED-BUILDING**

*Speed-building classes, (5 units per semester), utilizes the shorthand skill learned in Theory to gradually build the dictation speed of a student to the required dictation speed for licensure. Speed-building normally takes the longest time to “master” and the amount of time is up to the student.*

### **3) ACADEMICS**

*The number of academic classes that can be taken each semester is at the student’s discretion. These classes are broken down into categories that correspond with the State licensing tests.*

*Generally, students are encouraged to take 12 units every semester until the academic requirements are met. The Taft College Counselor and the Program Manager can help build the class schedules in order to meet the student’s needs.*

### **4) STATE LICENSING TESTS**

*After completing the core requirements of the program, including all academic and dictation speed requirements, the student can request taking the state licensing test. The licensing test is broken into three parts: Dictation, English, and Professional Practices. The curriculum in our program prepares the student for all 3 of these tests.*

## **COMMON QUESTIONS ABOUT THE PROGRAM**

### **1. Where are the classes located?**

*The majority of the core classes are taught at the North Kern Training Center/WESTEC campus located 5801 E. Lerdo Hwy, just west of the 99 Freeway, in Shafter.*

*See the court reporting section of our website for more program information, campus address, etc. There is a map located on the WESTEC home page:*

[www.westec.org](http://www.westec.org)

### **2. How long does it take to finish the program? What are the approximate hours for most classes?**

*During the Spring and Fall semesters, Theory class runs from 8:40 a.m. to approximately 11:00 a.m., Monday through Thursday.*

*After completing Theory, students then begin speed-building classes.*

*Speed-building classes are available every semester from approximately 8:30 a.m. to 12:30 p.m., Monday through Thursday. Speed Building classes are held synchronously, so you can choose to attend in person, which we recommend, or online via Canvas.*

*Generally, academic classes on the WESTEC campus are offered from 12:30 p.m. to approximately 2:00 p.m., Monday through Thursday, depending on the semester. Some academic classes are offered online.*

*The amount of time a student needs to finish the program is entirely self-motivated. The California Court Reporters Board keeps statistics and the average time to complete court reporting school is 3 to 4 years.*

### **3. Are tuition payments paid directly to WESTEC or to Taft College?**

*Tuition fees are paid on a semester basis and are paid directly to Taft College. Other program needs are paid by the student as needed.*

#### **4. How much does the court reporting program cost?**

*The program has the following approximate fees:*

*Tuition: \$46.00 per unit per semester. 12 units per semester is considered full-time student status. Classes for CTRP are offered year-round. There are 3 semesters per school year.*

*Steno machine: A student steno machine can be obtained through various vendors beginning at approximately \$200. The Program Manager can assist in locating reliable steno machines that fit a student's budget.*

*Technology: There is a unique transcription program called Case CATalyst. Students are required to purchase the CAT program at the end of the Theory class. The cost will be approximately \$399.00.*

*Supplies: Approximately \$25 per semester.*

*Textbooks: Costs are based on the specific class taken in any given semester.*

*Laptops: A laptop will be required at the end of the Theory class.*

#### **5. What about Financial Aid?**

*Financial Aid is available if the student is eligible. Students are encouraged to fill out a FAFSA application to determine their eligibility for financial aid.*

*Here is the website for FAFSA: <https://fafsa.ed.gov>.*

*Be sure to specify the FAFSA information is sent to Taft College.*

#### **6. Do students meet with a counselor for academic planning and scheduling?**

*YES. A Taft College counselor, along with advice from the Program Manager, will meet with new students to help create and maintain an*

*academic education plan with the student. The Taft College Counselor sets appointments for students at the WESTEC campus on a regular basis.*

*I hope this information is helpful. Please do not hesitate contacting our office if you need any other clarification concerning our program. Thanks for your interest in this career program.*

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