

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	Court Reporting
COURSE RUBRIC AND NUMBER	CRTR 1404
COURSE TITLE	Machine Shorthand I
COURSE CREDIT HOURS	4 4 : 1
	Credits Lec Lab

I. Catalog Description

Provides instruction in general principles of realtime machine shorthand theory and skill building through readback of dictation notes, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 60 wpm with 97% accuracy on four 5-minute timed writings. This course is designed to be repeated to meet program requirements. **(4:1). Lab fee.**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Operate and maintain a Stenograph machine.
- B. Write at a minimum speed of 60 words per minute and transcribe with 97% accuracy from familiar dictation material, four 5-minute timed writings.
- C. Demonstrate competence in the use of new brief forms, phrases, and writing principles.
- D. Demonstrate the ability to read back notes with clarity, good diction, and proper punctuation.
- E. Use proper grammar, spelling, and punctuation in the preparation of the record or transcript.

III. THECB Learning Outcomes (WECM)

- 1. Write a realtime machine shorthand system.
- 2. Read aloud from machine shorthand notes.
- 3. Transcribe from machine shorthand dictation notes.

IV. Evaluation

- 4 @ 60 wpm, plus 95% homework = A
- 3 @ 60 wpm, plus 90% homework = B
- 2 @ 60 wpm, plus 85% homework = C
- 1 @ 60 wpm, plus 80% homework = D
- A, B, C, or D not complied with = F

Grading Scale

90 -	100	=A
80 -	89	=B
70 -	79	=C
60 -	69	=D
Below 60		=F
Incomplete		=I
Withdrawn		=W

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.