

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u><b>Court Reporting</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>CRTR 1302</b></u>
<b>COURSE TITLE</b>	<u><b>Law and Legal Terminology</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>3                    3    :    0</b></u> Credits                    Lec            Lab

**I. Catalog Description**

Provides instruction in civil and criminal judicial systems (discovery, trial and appellate process), and the legal terms used in reporting. **(3:0)**.

**II. Course Objectives**

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

- A. Unit I. The Courts, the Judicial System, and General Legal Terminology
  - 1. Describe the various courts within the judicial system, including federal, state, county, and municipal courts.
  - 2. Identify and distinguish the court systems here in El Paso, Texas.
  - 3. Identify and distinguish various basic legal terminology as it pertains to the court system in general.
- B. Unit II. Court Reporters, the Legislative Process, and General Duties
  - 1. Describe the legislative process as it pertains specifically to the court reporter.
  - 2. Describe the general duties of the court reporter, to include preparing jury charge where applicable.
  - 3. Demonstrate knowledge of applicable codes, rules and statutes for Texas CSRs.
- C. Unit III. The Procedure of a Trial
  - 1. Identify and distinguish the different phases and hearings within a trial.
  - 2. Describe the differences between criminal and civil trials.
  - 3. List the different phases of both civil and criminal trials.
  - 4. Describe the appellate process in both civil and criminal cases.
- D. Unit IV. Torts/Civil Law
  - 1. Identify intentional harms to persons and property.
  - 2. Distinguish between intentional harms to persons and negligence.
  - 3. Identify basic elements of intentional harms to persons and/or property.
- E. Unit V. Criminal Law
  - 1. Identify the elements of different criminal acts.
  - 2. Describe the criminal procedure generally.
  - 3. List and define different criminal laws.

- F. Unit VI. Wills and Estates
  - 1. Identify the basic requirements of a will.
  - 2. Define estate and know how and when estates are created.
  - 3. Discuss the terminology involved in wills and probate.
- G. Unit VII. Real Property
  - 1. Discuss the terms used in real property law.
  - 2. Identify and distinguish between a legal and common law marriage.
- H. Unit VIII. Family Law
  - 1. Identify and distinguish between a legal and common law marriage.
  - 2. Discuss the terms used in family law.
  - 3. Identify and distinguish the various forms of family law litigation including divorce, adoption modification, enforcement, child welfare, annulment, child custody, and marital property disputes.
- I. Unit IX. Contracts
  - 1. Explain the basic elements that make up a contract.
  - 2. Identify the basic requirement of contract law.
  - 3. Define the legal terms related to contract law.
- J. Unit X. Contracts
  - 1. Properly use terminology associated with commercial paper.
  - 2. Define and explain the terminology related to debtor/creditor law, negotiable instruments, and bankruptcy law.
- K. Unit XI. Corporations and Partnerships
  - 1. Define and explain terminology related to agency law.
  - 2. Define and explain the difference between corporation and partnership.
- L. Unit XII. Agency/Court Reporter Ethics
  - 1. Define and explain terminology related to corporate law.
  - 2. Define and identify the ethical considerations of a court reporter.
- M. Unit XIII. Legal Research
  - 1. Identify legal source material.
  - 2. Use a legal source material.

**III. THECB Learning Outcomes (WECM)**

- 1. Compare civil and criminal judicial systems.
- 2. Define legal terminology used in court reporting.

**IV. Evaluation**

Grade Percentage of Final Grade

Four Quizzes	2/3 of final grade
Final Exam	<u>1/3 of final grade</u>
Total	100%

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.