

**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 1314</b></u>   |
| <b>COURSE TITLE</b>             | <u><b>Court Reporting Technology I</b></u>                                      |
| <b>COURSE CREDIT HOURS</b>      | <u><b>3            3    :    1</b></u><br>Credits            Lec            Lab |

**I.      Catalog Description**

Provides an introduction in the operation of computer-aided transcription systems.

**Prerequisite: POFI 2301. (3:1).**

**II.     Course Objectives**

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

- A.      Unit I. Windows Operating System
  - 1.      Utilize the Windows operating system and troubleshoot and/or communicate with technician when operating system isn't functioning properly.
  - 2.      Maintain general health of computer to include any and all "run" functions.
  - 3.      Keep up-to-date with the advances in technology.
  
- B.      Unit II. CAT Basics
  - 1.      Use a computer; load Case Catalyst software; set up a new user; access and effectively use the title menu, button, and tool and scroll bar; and read and understand the status bar line.
  - 2.      Manage jobs, read and manage notes, translate and edit jobs, operate basic cursor movements, create dictionary, and exit program.
  - 3.      Begin building a dictionary with a writer, set writer options, write "jobs," read notes from disks, read notes from the writer by cable, and begin realtime writing.
  - 4.      Maintain CAT system in working conditions and troubleshoot and/or communicate with technician when problems arise.
  - 5.      Operate and maintain Stentura 8000.
  
- C.      Unit III. Editing Transcripts
  - 1.      Spell check a single word and a complete job, set up the printer, and print a job.
  - 2.      Identify and use special dictionary menu and edit the spelling dictionary.
  - 3.      Use advanced cursor movements.
  - 4.      Mark and resolve untranslates, view vertical notes, use delete and undelete commands, use and define format symbols (Q&A, Colloquy, Paragraph), and change end-of-sentence punctuation.

- D. Unit IV. Transcript Production
  - 1. With the use of CAT software, create a page layout to set document margins, edit margins and tabs, create and use auto-includes, and insert time stamping.
  - 2. Generate an automatic index; create headings and parentheticals; create a master index; and create a cover, title, and certificate page.
  - 3. Prepare a sample transcript; generate an automatic index; and produce a final transcript sample to include ASCII, word indexing, and case compressing.
  
- E Unit V. Advanced Editing/Realtime Basics
  - 1. Manipulate and customize steno window; search and preview steno notes; divide and append steno notes; and copy, cut, and paste files from different users.
  - 2. Manage dictionary by inserting entries, modifying existing entries, and appending from update area.
  - 3. Format disks on writer, store files, back up and restore files, and manage files.
  - 4. Research unfamiliar topics using the Internet.

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

Operate and maintain a computer-aided transcription system.

**IV. Evaluation**

Grade Percentage of Final Grade

|                        |            |
|------------------------|------------|
| Class Participation    | 20%        |
| Written Tests          | 30%        |
| Performance Tests      | 30%        |
| Final Written Tests    | 10%        |
| Final Performance Test | <u>10%</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.