

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Court Reporting</u>												
COURSE RUBRIC AND NUMBER	<u>CRTR 2312</u>												
COURSE TITLE	<u>Court Reporting Procedures</u>												
COURSE CREDIT HOURS	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"> </td> <td style="text-align: center;"><u>3</u></td> <td style="text-align: center;"> </td> <td style="text-align: center;">:</td> <td style="text-align: center;"><u>0</u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td></td> <td style="text-align: center;">Lec</td> <td></td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	<u>3</u>	 	<u>3</u>	 	:	<u>0</u>	Credits		Lec			Lab
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Credits		Lec			Lab								

I. Catalog Description

Provides instruction in the role of the court reporter in court proceedings and/or depositions, profession-related opportunities, reporting and transcription of voir dire, proofreading skills, and ethics.

Prerequisites: CRTR 1302 and CRTR 2401. (3:0).

II. Course Objectives

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

- A. Conduct oneself properly in all situations where a record may be requested, including communication with judges, attorneys, juries, courtroom personnel and the general public, recognizing one's reporting limitations.
- B. Identify the legal responsibilities of the court reporter, including honoring transcript deadlines in accordance to appellate timetable, certifying transcripts, handling exhibits, filing monthly status reports, practicing professional ethics, and preparing any and all disclosure notices.
- C. Identify all phases of a trial and other court proceedings and the reporter's role to include pretrial, grand jury and preliminary examinations; pretrial motions, pleas, and bench conferences with and without Whisper 2000; sentencings; coroner's inquests; and daily copy when needed.
- D. Identify the phases of reporting various depositions, including telephone depositions, and the reporter's role, such as swearing or affirming witnesses, maintaining control of the proceedings, handling discussions off the record, indicating nonverbal actions, maintaining confidentiality and neutrality, maintaining timekeeping, and preparing transcript to include any and all litigation support.
- E. Identify other duties that may be requested of the court reporter, such as providing general office support, operating general office equipment, and following directions of superiors.
- F. Identify the phases of transcript production, from clarifying spellings of proper names, research, and consulting colleagues to binding and delivering transcripts, billing, and collecting transcript fees.
- G. Identify the professional obligations of the court reporter, such as attaining and maintaining certification through approved seminars, seeking national and advanced certifications, becoming members of and participating in professional organizations and community service activities, identifying tax status, and the acquisition of pertinent professional insurances.

- H. Identify the organizational skills needed by the court reporter, such as prioritizing workload, maintaining a daily job log, archiving stenographic notes, time management, stress management, maintaining an inventory of supplies, and accounting procedures that may be needed.
- I. Identify the role of the court reporter in a CART and captioning setting to include having general knowledge of current events, having a basic understanding of various subjects, preparing and reviewing files for programming and/or classroom setting, and being able to communicate with the hearing-impaired community.

III. THECB Learning Outcomes (WECM)

Describe the role of the court reporter in court proceedings and/or depositions.

IV. Evaluation

Class Participation	50%
Tests	25%
Final Exam	<u>25%</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.