

El Paso Community College

Syllabus

Part II

Official Course Description

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| SUBJECT AREA | Court Reporting |
| COURSE RUBRIC AND NUMBER | CRTR 1308 |
| COURSE TITLE | Realtime Court Reporting I |
| COURSE CREDIT HOURS | 3 3 : 1 |
| | Credits Lec Lab |

I. **Catalog Description**

Develops computer and machine shorthand skills necessary for writing realtime for production of projects and assignments. **Prerequisite: CRTR 1314. (3:1).**

II. **Course Objectives**

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

- A. Set up and operate realtime related hardware, from writer to computer; understand and use basic cursor movements, dictionary entries, and symbols and exit system; operate and maintain Stentura 8000 writer.
- B. Begin building a dictionary with a writer.
- C. Begin working on conflict-free and "clean" writing.
- D. Identify and utilize edit movements from the writer keyboard as opposed to the computer keyboard.
- E. Receive information on realtime reporting in different settings, e.g., courtroom, deposition, classroom, conventions, and broadcast environment.
- F. Write spoken words accurately (verbatim) by practicing listening skills and acquiring the ability to distinguish among different accents.

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

Produce projects/assignments using realtime technology.

IV. **Evaluation**

| Grade Percentage of Final Grade | Grading Scale |
|---|--------------------|
| Class Participation 20% | 90 - 100= A |
| Written Tests 30% | 80 - 89= B |
| Performance Tests 30% | 70 - 79= C |
| Final Written Tests 10% | 60 - 69= D |
| Final Performance <u>10%</u> | Below 60= F |
| Total 100% | 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| | Withdrawn= W |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.