

El Paso Community College
Syllabus
Part II
Official Course Description

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

I. Catalog Description

Provides instruction in general principles of real-time machine shorthand theory and skill building through read-back 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Withdrawn		=W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.