

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

<b>SUBJECT AREA</b>	<b>Court Reporting</b>
<b>COURSE RUBRIC AND NUMBER</b>	<b>CRTR 2311</b>
<b>COURSE TITLE</b>	<b>Court Reporting Communications II</b>
<b>COURSE CREDIT HOURS</b>	<b>3                    3     :     0</b> <b>Credits                    Lec            Lab</b>

**I.      Catalog Description**

Provides an in-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary, and proofreading skills necessary to produce transcripts. **Prerequisite: CRT 1312. (3:0).**

**II.     Course Objectives**

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

- A.      Unit I. Punctuation – The Basics
  - 1.      Identify the basic marks of punctuation.
  - 2.      Apply the basic marks of punctuation to court testimony.
  
- B.      Unit II. Related English Skills – The Basics
  - 1.      Identify the basic rules of capitalization and number usage.
  - 2.      Apply the basic rules of capitalization and numbers for preparation of transcripts.
  - 3.      Identify and distinguish troublesome words encountered by the court reporter.
  - 4.      Identify how words should be written, i.e., one word or two words, hyphenated.
  
- C.      Unit III. Punctuation – Beyond the Basics
  - 1.      Identify more advanced marks of punctuation.
  - 2.      Apply these advanced marks of punctuation to punctuate a transcript and other court-related documents.
  
- D.      Unit IV. Related English Skills – Beyond the Basics
  - 1.      Identify when and what words should be capitalized.
  - 2.      Identify where numbers will be written as opposed to being written out.
  - 3.      Identify and distinguish additional troublesome words encountered by the court reporter.
  
- E.      Unit V. Proofreading Skills
  - 1.      Identify common spelling errors.
  - 2.      Describe errors in word usage and content.
  - 3.      Proofread documents for number of punctuation errors.
  - 4.      Proofread a variety of materials such as medical, legal, technician, jury charge, and court testimony.

- F. Unit VI. Transcript Production
1. Edit raw transcript.
  2. Proofread a final draft.

### III. THECB Learning Outcomes (WECM)

1. Prepare court reporting transcripts by applying grammar and punctuation rules.
2. Proofread and correct court reporting documents.
3. Discriminate words as to syntax and meaning.

### IV. Evaluation

Tests	70%
Class Participation	10%
Written and/or oral assignments	<u>20%</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.