

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 1312</u>
COURSE TITLE	<u>Court Reporting Communications I</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog Description

Studies basic rules of English grammar, spelling, punctuation, capitalization, and proofreading skills as they apply to court reporting. **(3:0)**.

II. Course Objectives

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

- A. Unit I. Review of Parts of Speech and the Sentence
 - 1. Identify and correctly use the parts of speech.
 - 2. Identify complete sentences.

- B. Unit II. Subjects and Verbs, Kinds of Sentences, Nouns
 - 1. Identify the subject and verb in a sentence.
 - 2. Classify sentences according to what they do.
 - 3. Recognize nouns.
 - 4. Form the plural of nouns.
 - 5. Form the possessive case of nouns.

- C. Unit III. Adjectives, Prepositions, Phrases, Conjunctions and Clauses
 - 1. Use commas and hyphens correctly with adjectives.
 - 2. Identify prepositions and prepositional phrases.
 - 3. Identify phrases and clauses and the correct usage.

- D. Unit IV. Using Punctuation Marks and Commas
 - 1. Recognize the essential uses of sentence punctuation.
 - 2. Use commas correctly.

- E. Unit V. Spelling
 - 1. Apply the basic principles of spelling to effectively master new words after completion of the course.
 - 2. Identify the various spelling patterns for the sounds of speech.
 - 3. Form the plurals and possessives of common nouns.
 - 4. Identify prefixes, roots, and suffixes and analyze words accordingly.
 - 5. Apply the principles of correct word division, capitalization, and various letter changes that affect spelling and word use.

- F. Unit VI. Vocabulary
1. Identify and use, orally and in writing, the more than 400 words introduced in course text.
 2. Identify and use context clues that will help to define unfamiliar words.
 3. Recognize the meaning of word parts and use this knowledge to determine the meanings of unfamiliar words that contain these parts.

III. THECB Learning Outcomes (WECM)

1. Apply English grammar rules used in court reporting.
2. Proofread reporting documents for punctuation, spelling, and capitalization.

IV. Evaluation

Grade Percentage of Final Grade

Tests	50%
Pop Quizzes	10%
Final Exam	10%
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.