

El Paso Community College
Syllabus
Part II
Official Course Description

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 and CRTR 2401. (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	Withdrawn= W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.