

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 2403</u>
COURSE TITLE	<u>Advanced Machine Shorthand</u>
COURSE CREDIT HOURS	<u>4 3 4</u> Credits Lec Lab

I. Catalog Description

Provides in-depth coverage of real-time machine shorthand theory and continued skill building through read-back of machine practice, and transcript production. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 160 wpm and 140 wpm with 97% accuracy on two 5-minute timed writings each on Q&A material and pass two 5-minute timed writings each on 140 wpm and 120 wpm with 97% accuracy on jury charge material and pass one 5-minute timed writing each with 97% accuracy on multi-voice material and pass two 5-minute timed writings each at 120 wpm and 140 wpm with 97% accuracy on literary material. This course may be repeated multiple times until machine shorthand standards are met.

Prerequisite: CRTR 2401. (3:4). Lab fee.

II. Course Objectives

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

- A. Write at a minimum speed of 140 words per minute and transcribe with 97% accuracy two 5-minute literary (including Congressional Record) timed writings.
- B. Write at a minimum speed of 140 words per minute and transcribe with 97% accuracy one 5-minute multi-voice material timed writing.
- C. Write at a minimum speed of 140 words per minute and transcribe with 97% accuracy two 5-minute jury charge timed writings.
- D. Write at a minimum speed of 160 words per minute and transcribe with 97% accuracy two 5-minute Q and A timed writings.
- E. Show good proofreading skills and oral presentation techniques through read back of notes with clarity, good diction, and proper punctuation.
- F. Demonstrate ability to complete 15 lab hours of practice on writer and complete at least three transcriptions a week, either for dailies or timed writings, and practice finger drills.

III. THECB Learning Outcomes (WECM)

1. Demonstrate enhanced proficiency in realtime machine shorthand.
2. Increased skills in readback and transcript production to meet program standards.

IV. Evaluation

TIMED WRITINGS NEEDED TO PASS @ 97% ACCURACY

Passed all Timed Writings, plus 95% homework & dailies = A
Passed 75% Timed Writings, plus 90% homework & dailies = B
or
Passed 50% Timed Writings, plus 95% homework & dailies = B
Passed 50% Timed Writings, plus 85% homework & dailies = C
or
Passed 25% Timed Writings, plus 90% homework & dailies = C
No Passed Timed Writings, plus 80% homework & dailies = D
No Passed Timed Writings, and less than 80% homework & dailies = 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.