

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	Court Reporting								
COURSE RUBRIC AND NUMBER	CRTR 2435								
COURSE TITLE	Accelerated Machine Shorthand								
COURSE CREDIT HOURS	<table border="0" style="margin: 0 auto;"> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">:</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	4	3	:	4	Credits	Lec		Lab
4	3	:	4						
Credits	Lec		Lab						

I. Catalog Description

Develops mastery of high-speed dictation including readback, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 200 wpm and 180 wpm with 97% accuracy on two 5-minute timed writings each on Q&A material and pass two 5-minute timed writings each on 180 wpm and 160 wpm with 97 % accuracy on jury charge material and pass one 5-minute timed writing each at 160 wpm and 180 wpm with 97% accuracy on multi-voice material and pass two 5-minute timed writings at 160 wpm with 97% accuracy on literary material. This course may be repeated multiple times until machine shorthand standards are met. **Prerequisite: CRTR 2403. (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 160 words per minute and transcribe with 97% accuracy two 5-minute literary (including Congressional Record) timed writings.
- B. Write at a minimum speed of 180 words per minute and transcribe with 97% accuracy one 5-minute multi-voice material timed writing.
- C. Write at a minimum speed of 180 words per minute and transcribe with 97% accuracy two 5-minute jury charge timed writings. Write at a minimum speed of 200 words per minute and transcribe with 97% accuracy two 5-minute Q and A timed writings.
- D. Show good proofreading skills and oral presentation techniques through read back of notes with clarity, good diction, and proper punctuation.
- E. Demonstrate the 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 mastery of realtime machine shorthand.
- 2. Refine skills in readback and transcription production.

IV. Evaluation

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.