

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 1404</u>
COURSE TITLE	<u>Machine Shorthand I</u>
COURSE CREDIT HOURS	<u>4 4 : 1</u> Credits Lec Lab

I. Catalog Description

Provides instruction in general principles of real-time machine shorthand theory and skill building through read-back of dictation notes, machine practice, and transcription. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 60 wpm with 97% accuracy on four 5-minute timed writings. This course is designed to be repeated to meet program requirements. **(4:1). Lab fee.**

II. Course Objectives

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

- A. Operate and maintain a Stenograph machine.
- B. Write at a minimum speed of 60 words per minute and transcribe with 97% accuracy from familiar dictation material, four 5-minute timed writings.
- C. Demonstrate competence in the use of new brief forms, phrases, and writing principles.
- D. Demonstrate the ability to read back notes with clarity, good diction, and proper punctuation.
- E. Use proper grammar, spelling, and punctuation in the preparation of the record or transcript.

III. THECB Learning Outcomes (WECM)

- 1. Write a real-time machine shorthand system; read aloud from machine shorthand notes.
- 2. Transcribe from machine shorthand dictation notes.

IV. Evaluation

- 4 @ 60 wpm, plus 95% homework = A
- 3 @ 60 wpm, plus 90% homework = B
- 2 @ 60 wpm, plus 85% homework = C
- 1 @ 60 wpm, plus 80% homework = D
- A, B, C, or D not complied with = 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Withdrawn		=W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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.