

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 2311</u>
COURSE TITLE	<u>Court Reporting Communications II</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog Description

Provides an in-depth coverage of grammar, spelling, punctuation, capitalization, vocabulary, and proofreading skills necessary to produce transcripts. **Prerequisite: CRTR 1312. (3:0).**

II. Course Objectives

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

- A. Unit I. Punctuation – The Basics
 - 1. Identify the basic marks of punctuation.
 - 2. Apply the basic marks of punctuation to court testimony.
- B. Unit II. Related English Skills – The Basics
 - 1. Identify the basic rules of capitalization and number usage.
 - 2. Apply the basic rules of capitalization and numbers for preparation of transcripts.
 - 3. Identify and distinguish troublesome words encountered by the court reporter.
 - 4. Identify how words should be written, i.e., one word or two words, hyphenated.
- C. Unit III. Punctuation – Beyond the Basics
 - 1. Identify more advanced marks of punctuation.
 - 2. Apply these advanced marks of punctuation to punctuate a transcript and other court-related documents.
- D. Unit IV. Related English Skills – Beyond the Basics
 - 1. Identify when and what words should be capitalized.
 - 2. Identify where numbers will be written as opposed to being written out.
 - 3. Identify and distinguish additional troublesome words encountered by the court reporter.
- E. Unit V. Proofreading Skills
 - 1. Identify common spelling errors.
 - 2. Describe errors in word usage and content.
 - 3. Proofread documents for number of punctuation errors.
 - 4. Proofread a variety of materials such as medical, legal, technician, jury charge, and court testimony.
- F. Unit VI. Transcript Production
 - 1. Edit raw transcript.
 - 2. Proofread a final draft.

III. THECB Learning Outcomes (WECM)

1. Prepare court reporting transcripts by applying grammar and punctuation rules.
2. Proofread and correct court reporting documents.
3. Discriminate words as to syntax and meaning.

IV. Evaluation

Tests	70%
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Withdrawn	=W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 a class 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.