

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u><b>Court Reporting</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>CRTR 2331</b></u>
<b>COURSE TITLE</b>	<u><b>Court Reporter Certification Preparation</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>3                      3        :        1</b></u> <b>Credits                      Lec            Lab</b>

### **I. Catalog Description**

Prepares the students to take the Texas Certified Shorthand Reporter and the Reregistered Professional Reporter examinations through the use of mock examinations. To exit this course, students must write on a stenographic machine and pass at a minimum speed of 225 wpm Q&A material with 95% accuracy on two mock examinations and pass two 5-minute timed writings at 180 wpm with 97% accuracy on literary material, pass two 5-minute timed writings at 200 wpm with 97% accuracy on jury charge material and pass two 5-minute timed writings at 225 wpm with 97% accuracy on Q & A material. This course is designed to be repeated. **Prerequisite: CRTR 2435. (3.1). Lab fee.**

### **II. Course Objectives**

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

- A. Write at a minimum speed of 180 words per minute and transcribe with 97% accuracy, two 5-minute literary timed writings.
- B. Write at a minimum speed of 200 words per minute and transcribe with 97% accuracy, two 5-minute jury charge material timed writings.
- C. Write at a minimum speed of 225 words per minute and transcribe with 97% accuracy, two 5-minute Q&A timed writings.
- D. Transcribe with 95% accuracy two mock certification exams.
- E. Show good proofreading skills and oral presentation techniques through read back of notes with clarity, good diction, and proper punctuation and practice finger drills.

### **III. THECB Learning Outcomes (WECM)**

Pass simulated CSR and RPR examinations and/or written knowledge tests.

### **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.

### **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.