

**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 1202</b></u>
<b>COURSE TITLE</b>	<u><b>Law and Legal Terminology</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>2                    2    :    0</b></u> Credits                    Lec            Lab

**I.        Catalog Description**

Provides instruction in civil and criminal judicial systems (discovery, trial and appellate processes), and the legal terms used in court reporting. **(2:0)**.

**II.       Course Objectives**

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

- A.        Unit I. The Courts, the Judicial System, and General Legal Terminology
  - 1.        Describe the various courts within the judicial system, including federal, state, county, and municipal courts.
  - 2.        Identify and distinguish the court systems here in El Paso, Texas.
  - 3.        Identify and distinguish various basic legal terminology as it pertains to the court system in general.
  
- B.        Unit II. Court Reporters, the Legislative Process, and General Duties
  - 1.        Describe the legislative process as it pertains specifically to the court reporter.
  - 2.        Describe the general duties of the court reporter, to include preparing jury charge where applicable.
  - 3.        Demonstrate knowledge of applicable codes, rules and statutes for Texas CSRs.
  
- C.        Unit III. The Procedure of a Trial
  - 1.        Identify and distinguish the different phases and hearings within a trial.
  - 2.        Describe the differences between criminal and civil trials.
  - 3.        List the different phases of both civil and criminal trials.
  - 4.        Describe the appellate process in both civil and criminal cases.
  
- D.        Unit IV. Torts/Civil Law
  - 1.        Identify intentional harms to persons and property.
  - 2.        Distinguish between intentional harms to persons and negligence.
  - 3.        Identify basic elements of intentional harms to persons and/or property.
  
- E.        Unit V. Criminal Law
  - 1.        Identify the elements of different criminal acts.
  - 2.        Describe the criminal procedure generally.
  - 3.        List and define different criminal laws.

- F. Unit VI. Wills and Estates
  - 1. Identify the basic requirements of a will.
  - 2. Define estate and know how and when estates are created.
  - 3. Discuss the terminology involved in wills and probate.
- G. Unit VII. Real Property
  - 1. Discuss the terms used in real property law.
  - 2. Identify and distinguish between a legal and common law marriage.
- H. Unit VIII. Family Law
  - 1. Identify and distinguish between a legal and common law marriage.
  - 2. Discuss the terms used in family law.
  - 3. Identify and distinguish the various forms of family law litigation including divorce, adoption modification, enforcement, child welfare, annulment, child custody, and marital property disputes.
- I. Unit IX . Contracts
  - 1. Explain the basic elements that make up a contract.
  - 2. Identify the basic requirement of contract law.
  - 3. Define the legal terms related to contract law.
- J. Unit X. Contracts
  - 1. Properly use terminology associated with commercial paper.
  - 2. Define and explain the terminology related to debtor/creditor law, negotiable instruments, and bankruptcy law.
- K. Unit XI. Corporations and Partnerships
  - 1. Define and explain terminology related to agency law.
  - 2. Define and explain the difference between corporation and partnership.
- L. Unit XII. Agency/Court Reporter Ethics
  - 1. Define and explain terminology related to corporate law.
  - 2. Define and identify the ethical considerations of a court reporter.
- M. Unit XIII. Legal Research
  - 1. Identify legal source material.
  - 2. Use a legal source material.

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

- 1. Compare civil and criminal judicial systems.
- 2. Define legal terminology used in court reporting.

### **IV. Evaluation**

#### Grade Percentage of Final Grade

Four Quizzes	<u>2/3 of final grade</u>
Final Exam	<u>1/3 of final grade</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 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.