El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA   **Court Reporting**

COURSE RUBRIC AND NUMBER   **CRTR 1314**

COURSE TITLE   **Court Reporting Technology I**

COURSE CREDIT HOURS   **3**   **3**   **:**   **1**
                                                         Credits   **Lec**   **Lab**

I.   Catalog Description

Provides an introduction in the operation of computer-aided transcription systems. **(3:1). Lab fee**.

II.   Course Objectives

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

A.   Unit I.   Windows Operating System
1.   Utilize the Windows operating system and troubleshoot and/or communicate with technician when operating system isn't functioning properly.
2.   Maintain general health of computer to include any and all "run" functions.
3.   Keep up-to-date with the advances in technology.

B.   Unit II.   CAT Basics
1.   Use a computer; load Case Catalyst software; set up a new user; access and effectively use the title menu, button, and tool and scroll bar; and read and understand the status bar line.
2.   Manage jobs, read and manage notes, translate and edit jobs, operate basic cursor movements, create dictionary, and exit program.
3.   Begin building a dictionary with a writer, set writer options, write "jobs," read notes from disks, read notes from the writer by cable, and begin realtime writing.
4.   Maintain CAT system in working condition and troubleshoot and/or communicate with technician when problems arise.
5.   Operate and maintain Stentura 8000.

C.   Unit III.   Editing Transcripts
1.   Retrieve file of proceedings, spell check a single word and a complete job, set up the printer, and print a job.
2.   Identify persons involved in proceedings, compile appearance list, identify and use special dictionary menu and edit the spelling dictionary, and create administrative pages.
3.   Use advanced cursor movements.
4.   Mark and resolve untranslates, view vertical notes, use delete and undelete commands, use and define format symbols (Q&A, Colloquy, Paragraph), and change end-of-sentence punctuation.
5.

D.   Unit IV.   Transcript Production
1.   With the use of CAT software, create a page layout to set document margins, edit margins and tabs, create and use auto-includes, and insert time stamping.

2. Generate an automatic index; create headings and parentheticals; create a master index; and create a cover, title, and certificate page.
3. Prepare a sample transcript; generate an automatic index; and produce a final transcript sample to include ASCII, word indexing, and case compressing.

E Unit V. Advanced Editing/Realtime Basics
1. Manipulate and customize steno window; search and preview steno notes; divide and append steno notes; and copy, cut, and paste files from different users.
2. Manage dictionary by inserting entries, modifying existing entries, and appending from update area.
3. Format disks on writer, store files, backup and restore files, and manage files.
4. Research unfamiliar topics using the Internet.

III. THECB Learning Outcomes (WECM)

Operate and maintain a computer-aided transcription system.

IV. Evaluation

Grade Percentage of Final Grade

Class Participation	20%
Written Tests	30%
Performance Tests	30%
Final Written Tests	10%
Final Performance Test	10%
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.