

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 1308</u>
COURSE TITLE	<u>Realtime Court Reporting I</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments. **Prerequisites: CRTR 1314 and CRTR 1406. (3:1). Lab fee.**

II. Course Objectives

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

- A. Set up and operate realtime related hardware, from writer to computer; understand and use basic cursor movements, dictionary entries, and symbols and exit system; operate and maintain Stentura 8000 writer.
- B. Begin building a dictionary with a writer.
- C. Begin working on conflict-free and "clean" writing.
- D. Identify and utilize edit movements from the writer keyboard as opposed to the computer keyboard.
- E. Receive information on realtime reporting in different settings, e.g., courtroom, deposition, classroom, conventions, and broadcast environment.
- F. Write spoken words accurately (verbatim) by practicing listening skills and acquiring the ability to distinguish among different accents.

III. THECB Learning Outcomes (WECM)

Produce projects/assignments using realtime technology.

IV. Evaluation

Grade Percentage of Final Grade	Grading Scale		
Class Participation	20%	90 - 100=	A
Written Tests	30%	80 - 89=	B
Performance Tests	30%	70 - 79=	C
Final Written Tests	10%	60 - 69=	D
Final Performance	<u>10%</u>	Below 60=	F
Total	100%	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		Withdrawn=	W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.