



## CRP 161 COURT REPORTING COMMUNICATIONS

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### Information Systems Technology

#### Semester:

#### Catalog Course Description:

This course covers the production of accurate transcripts, including emphasis on grammar, punctuation and spelling. Capitalization is also emphasized.

This course is taught through lecture, text, handouts, projects, activities and/or exercises to develop spelling and vocabulary skills.

#### Prerequisite(s):

ESL 037 or RDG 035

#### Credit Hours:

3.0

#### Departmental Website:

<http://www.midlandstech.edu/edu/ed/ISM/CPT/>

#### Departmental Assistant:

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#### Department Chair:

Bruce Martin  
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#### Textbook(s):

MORSON'S ENGLISH GUIDE FOR COURT REPORTERS,

#### Equipment:

Steno Machine, Steno paper, tape recorder/tapes, USB Flash Drive or some other type of computer storage device.

#### Course Objectives:      Upon completion of this course the student will be able to:

1. Demonstrate ability to apply rules of grammar, spelling, punctuation and capitalization to sentences, paragraphs and transcripts through systematic testing and/or projects.
2. Demonstrate working knowledge of vocabulary by passing tests and using the proper word applications in transcripts.
3. Demonstrate keen proofreading skills through systematic testing and through producing transcripts.

#### Course Outcomes and Competencies:

##### Intended Course Outcome#1:

Students will demonstrate the ability to apply rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs and transcripts.

##### Course Competency:

Students will demonstrate a knowledge of grammar, spelling, punctuation, capitalization to sentences through systematic testing and through producing transcripts.

##### Performance Measurement Instrument:

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success

criteria is that 80% of the students will answer the questions correctly

**Intended Course Outcome#2:**

Students will demonstrate a working knowledge of vocabulary.

**Course Competency:**

Students will demonstrate knowledge of vocabulary through systematic testing.

**Performance Measurement Instrument:**

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success criteria is that 80% of the students will answer the questions correctly.

**Course Attendance:**

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an **EXCUSED ABSENCE**. On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is **still** twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion.

For classes that meet **twice a week**, you are allowed no more than **4 absences**. It is the student's responsibility to keep track of the number of classes missed. If the number of classes missed exceeds the allowed absences, the student will be dropped from the class and will receive a "W" or "WF" as the final grade based upon the grade status as of the last class attendance.

Late arrivals disrupt class and interfere with student learning. To eliminate this, students should not be late for class or leave before class has been dismissed. If you arrive after attendance has been taken, you will be marked absent. It is your responsibility to see the instructor after class on the day of the late arrival to have your absence changed to a tardy. **Three tardies** is equivalent to **one** absence.

Please note the following: You are responsible for all material and announcements presented, whether you are present or absent.

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**Course Requirements:**

Each student is required to transcribe a minimum of twice a week. All tests are to be transcribed in a CRP lab and shall be monitored and timed by an institutional supervisor. When tests are completed using the computer, all copies (including computer hard drive and any storage media) of the tests shall be deleted immediately in order to maintain test integrity.

Testing shall be at incremental speeds on unfamiliar material.

The same test shall not be dictated more than once every six (6) months to the same student.

Live dictation practice shall include but shall not be limited to two-voice and multi-voice testimony (including medical and technical material, literary, jury charge, Q & A and current events. Two-voice dictation should be delivered by two people; multi-voice should be delivered by multiple people..

Students should read aloud from shorthand notes, quickly locating portions to be read, maintaining composure while reading, reading distinctly and with authority to the satisfaction of the instructor.

The instructor is **not required** to permit late work or makeup work and may assign a grade of zero in this case. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements **prior to the due date** of the assignment in question.

<b>Grading Scale:</b>	94-100	A	Superior work
	87-93	B	Good Work
	78-86	C	Average Work
	0-77	F	Unsatisfactory Work

**Course Topic Outline/Course Calendar with Assignments:** Will be provided by instructor