

SAN ANTONIO COLLEGE  
1300 San Pedro Avenue  
San Antonio, Texas 78212

Syllabus

**Department:** Administrative Computer Technology  
**Program:** Court Reporting

**Revision Date:** Spring 2005

**Course No. and Title:** CRTR 1312 – Reporting Communications I

**Credit Hours** 3

**Hrs/Wk Lec.** 3

**Hrs/Wk Lab.** 0

---

COURSE DESCRIPTION

This course consists of fundamentals of transcript production, general proofreading skills, and vocabulary building.

COURSE OBJECTIVES:

1. To apply the basic rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts.
2. To apply knowledge of word usage to sentences, paragraphs, and transcripts.

METHODS OF INSTRUCTION:

Lecture, discussion, handouts.

TEXTBOOKS and MATERIALS:

Required text: Morson's English Guide for Court Reporters, by Lillian I. Morson, Second

EVALUATION:

1. Attendance policy

Absences of each student are recorded without exception from the official date of his/her enrollment. The counting of absences begins on the first day of a student's enrollment in the course after classes begin. A student absent the equivalent of two weeks of instruction in a regular semester will be dropped by the instructor. In this course, that means that any student who misses more than six sessions will be dropped or, if the drop date has passed, will receive an F.

2. The assignments and tests will be graded for accuracy, spelling, spacing, paragraphing, and

Midterm examination	10%
Final examination	20%

#### COLLEGE POLICIES:

Students are urged not to bring children to either a class or a lab. Minors under the age of twelve must not be left unattended on campus.

ADA statement for students requiring special accommodations: As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if accommodation is needed, contact the Office of Disabled Student Services, CAC 124C. Phone: 733-2347.

Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" in the **San Antonio College Bulletin**.

#### LEARNING OUTCOMES:

1. Students will demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts.
2. Students will demonstrate knowledge of word usage in sentences, paragraphs, and transcripts.

**Return to Syllabi**

**Last Updated 7-26-05 by Irene Slocum**