

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 2213 – Reporting Communications II

Credit Hours 2

Hrs/Wk Lec. 1

Hrs/Wk Lab. 4

COURSE DESCRIPTION

This course emphasizes computer-aided transcription using professional reporting software.

COURSE OBJECTIVES:

1. To build and maintain a CAT dictionary
2. To create, backup, and delete CAT transcripts, properly formatted
3. To write realtime
4. To compile a form book of include files and parentheticals

METHODS OF INSTRUCTION: Lecture, demonstration, class discussion, student application of skills, handouts.

TEXTBOOKS and MATERIALS:

Three 3 1/2 inch high-density diskettes, steno machine paper

StenEd Professional Dictionary

Eclipse Workbook (Taylor Knight)

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

COURSE OUTLINE AND TENTATIVE SCHEDULE:

Week 1: Review of CAT cycle and terminology.

Setup, use, and maintenance of CAT-compatible stenowriters and computer equipment

Set up user directories, user options, and restore or copy dictionaries.

Lesson 1, pages 14-16, and page 68.

Week 2: Write Job 1 (pages 20-22) and READ notes from writer to CPU and then TRAN your

EVALUATION:

A grade of "B" is required for satisfactory completion of this course.

The ten jobs will be graded for accuracy, spelling, spacing, paragraphing, punctuation, and format. One percentage point will be taken off for each misspelled word or for omitted or misplaced documents or parentheticals. Steno tape notes must be attached to all final printouts.

94% = D; 95% = C; 96% = B; 97% = A

The ten realtime assignments will be graded for realtime accuracy. Your goal when drilling should be a 3%-or-less untranslate rate. Steno tape notes must be attached to printout. The final printout of each drill will be graded as follows:

94% = D; 95% = C; 96% = B; 97% = A

The form book will be graded for correct format, spelling, punctuation, spacing, and completeness. Your book must include deposition and court covers, deposition and court certificates, all parentheticals, and all include files that we have used in class.

80-84% = D; 85-89% = C; 90-94% = B; 95-100% = A

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 ten 50-minute class sessions (the equivalent of two weeks) will be dropped or, if the drop date has passed, will receive an F in the course.

One or two absences = A; three or four = B; five, six or seven = C; eight, nine, or ten = D

Fifty percent of the final examination grade will consist of an exercise using auto includes and include files. One-third of this portion of the exam grade will be based on the steno tape notes, one-third on the job dictionary, and one-third on the edited job.

The remaining 50% of the final examination will consist of a dictated realtime take selected from the realtime drill assignments. It will be graded in the same manner and using the same grading scale as the realtime drill printouts.

The final course grade will consist of

Form book	15%
10 jobs	25%
10 realtime printouts	25%
Evaluation of dictionary management	5%
Attendance	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 (12) 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 knowledge of the basic care, maintenance, and setup of a realtime system.
2. Students will demonstrate the ability to build, update, and back up their personal dictionaries.
3. Students will demonstrate ability to properly format testimony, colloquy, and jury charge material.
4. Students will compile a form book of include files and parentheticals.
5. Students will demonstrate ability to use steno keyboard commands and finger-spelling during realtime.

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Last Updated 7-26-05 by Irene Slocum