



Prepared by: G. Shaw  
Reviewed by: K. Bandy  
Date prepared: Fall 2020  
C & GE approved: November 19, 2020  
Board approved: January 13, 2021  
Semester effective:

Court Reporting (CTRP) 1210 Proofreading for the Court Reporter (2 Units)

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Hours and Unit Calculations:

24 hours lecture (48 Outside of Class Hours) 24 hours lab. (96 Total Student Learning Hours) 2 Units

Catalog Description: This course will discuss the fundamentals of word division, capitalization, expressions of numbers, punctuation, grammar and proofreading in court reporting. The course will provide practice on writing, proofreading and editing various transcripts and documents. An extensive review of parts of speech and types and classification of sentences will be presented.

Type of Class: Degree Credit

Text: Materials prepared and assigned by the Instructor

Course Objectives:

By the end of the course, a successful student will be able to:

1. demonstrate the ability to proofread for keyboarding errors, word division errors, and capitalization errors,
2. demonstrate the ability to proofread for abbreviation errors and rough drafts, number expression errors, and sentence construction errors,
3. demonstrate the ability to proofread for comma errors,
4. demonstrate the ability to proofread for other punctuation errors, format errors of letters and memos, and format errors of reports and job search documents,
5. demonstrate the ability to proofread for editing for content, clarity, and conciseness; and proofreading and editing on computer, and
6. demonstrate the ability to determine internet features to access the online program.

Course Scope and Content:

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|----------|--|
| Unit I   | Spelling in Documentation and Transcripts<br>A. Proofreading Transcripts<br>B. Editing Documentation |
| Unit II  | Word Usage in Court Reporting<br>A. Introduction<br>B. Homophones                                    |
| Unit III | Numbers in Court Reporting<br>A. Writing Number Strings and Sequence on the Steno Machine            |

- B. Transcribing Numbers
- C. Proofreading Finished Transcript

- Unit IV            Content and punctuation in Court Reporting
- A. Proofreading Transcript and Documentation for General, Legal, Jury Charge, Medical, Technical
  - B. Proofreading Transcript and Documentation for Two-Voice/Multiple-Voice/Deposition and Multiple-Voice/Court.

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3 hours per week outside of the regular class time doing the following:

1. Read material provided by instructor
2. Research as requested by instructor
3. Dictionary building, if applicable
4. Preparing assignments given by instructor

Methods of Instruction:

1. Lecture
2. Multimedia
3. Cooperative/collaborative learning
4. Online demonstrations
5. Learning experiences outside the classroom, and performance

Methods of Evaluation

1. Participation in class discussion
2. Homework assignments
3. Quizzes and tests
4. Direct evaluation of documents proofread by student.
5. Final exam

TOP Code:	051430 Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone

Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No
Discipline:	Court Reporting