



Prepared by: Gary Shaw
Reviewed by: K. Bandy
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C & GE approved: May 10, 2017
Board approved: June 14, 2017
Semester effective:

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

Prerequisite: Successful completion of CTRP 1010 Beginning Machine Shorthand Theory and Lab with a grade of "C" or better.

Advisory: Eligibility for English 1000 and READ 1005 strongly recommended

Total Hours: 24 hours lecture; 24 hours lab (48 hours total)

Catalog Description: This course is designed to prepare students to use fundamentals of word division, capitalization, expressions of numbers, punctuation, grammar and proofreading in court reporting. The course will provide court reporting students with 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: Patterson, Nancy. *Proofreading for the Court Reporter*. NCRS, 2006.

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,
6. demonstrate the ability to determine internet features to access the online program.

Course Scope and Content:

Unit I Spelling in Documentation and Transcripts
 A. Proofreading Transcripts
 B. Editing Documentation

Unit II Word Usage in Court Reporting



- A. Introduction
- B. Homophones/Word Pairs

- Unit III Numbers in Court Reporting
- 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 2 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:

- A. Lecture
- B. Multimedia
- C. Cooperative/collaborative learning
- D. Lab and demonstrations
- E. 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

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational



Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE