

9/13/2022 DATE

Business DIVISION  
 NEW COURSE  
 REVISION

REQUIRED COURSE  
 ELECTIVE COURSE

## Lake Land College

### Course Information Form

<b>COURSE NUMBER:</b> CRT-040		<b>TITLE:</b> (30 Characters Max) Speedbuilding I	
<b>SEM CR HRS:</b> 3	<b>Lecture:</b> 3	<b>Lab:</b> 0	<b>ECH:</b> 3
<b>Course Level:</b>	<input type="checkbox"/> Gen Ed / IAI	<input checked="" type="checkbox"/> Career/Technical	<b>Clinical Practicum:</b> 0
	<input type="checkbox"/> Baccalaureate /Non-IAI	<input type="checkbox"/> Dev Ed/ Not in Degree Audit	
<b>COURSE PCS #</b> 12	<b>IAI Code</b>		<b>SOE ECH:</b> 0
<b>Repeatable (Y/N):</b> Y	<b>Pass/Fail (Y/N):</b> N	<b>Variable Credit (Y/N):</b> N	<b>Contact Hours Per Week</b>
		<b>Min:</b>	<b>Max:</b>
		<b>16 Wks</b> 150	<b>8 wks</b> 300
<b>Prerequisites:</b>	Complete CRT-047 with a grade of "C" or better.		
<b>Catalog Description: (40 Word Limit)</b>	Students perfect foundational realtime writing skills and establish keyboard mastery through practice of finger drills and sentence drills involving high-frequency words and phrases. Introduces students to literary material. Students practice at speeds up to 80 wpm.		

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Keyboard familiarization	12			
Vowel usage	4.5			
Punctuation	4.5			
Numbers	4.5			
High-Frequency words & phrases	10			
Advanced speedbuilding	9.5			
<b>TOTAL</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>

EVALUATION			
<b>QUIZZES</b> <input checked="" type="checkbox"/>	<b>EXAMS</b> <input checked="" type="checkbox"/>	<b>ORAL PRES</b> <input type="checkbox"/>	<b>PAPERS</b> <input type="checkbox"/>
<b>LAB WORK</b> <input type="checkbox"/>	<b>PROJECTS</b> <input type="checkbox"/>	<b>COMP FINAL</b> <input type="checkbox"/>	<b>OTHER</b> <input checked="" type="checkbox"/>

COURSE MATERIALS	
<b>TITLE:</b> Theory Reinforcement Takes	
<b>AUTHOR:</b> Patricia Pooser Rhyne	
<b>PUBLISHER:</b> Stenotype Educational Products, Inc.	
<b>VOLUME/EDITION/URL:</b> 3rd Printing - 1999	
<b>COPYRIGHT DATE:</b> 1997	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Keyboard familiarization	12	1. Demonstrate ability to write intentionally selected finger drills. 2. Increase speed on mastered skills.
Vowel usage	4.5	1. Recognize and write correct vowels heard during dictation.
Punctuation	4.5	1. Apply punctuation while writing. 2. Drill punctuation in context. 3. Increase drill speeds for mastered punctuation.
Numbers	4.5	1. Write numbers in context. 2. Write two- and three-digit numbers on the number bar in one stroke when possible. 3. Use number bar to write dates and times, dollar, and cents.

High-Frequency words & phrases	10	1. Write words and phrases in contextual sentences. 2. Increase drill speeds for mastered words and phrases.
Advanced speedbuilding	9.5	1. Write unfamiliar dictation, introducing prefixes, suffixes, contractions, and inflected endings. 2. Increase drill speeds to attain fluency.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Exhibit basic mastery of realtime theory writing skills on steno machine.
	Write unfamiliar dictated material in 5 minute drills at the minimum wpm and accuracy rates.
	Implement beginning realtime theory concepts.

\* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.