9/13/2022 DATE
☑ REQUIRED COURSE
☐ ELECTIVE COURSE

Business DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CRT-045		TITLE: *(30 Characters Max)*		Speedbuilding II			

SEM CR HRS:	3	Lecture:		3		Lab:	0			ECH:	3

Course Level:	☐ Gen Ed / IAI ☐ Baccalaureate /Non-IAI	☑ Career/Technical ☐ Dev Ed/ Not in Degree Audit	Clinical Practicum:	0	SOE/Internship:	0	SOE ECH:	0

COURSE PCS #	12	IAI Code				Contact Hours Per Week		
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 wks	300

Prerequisites:	CRT-040

Catalog Description: (40 Word Limit)	Introduces students to jury charge and two-voice material. Writing fluency continues to be the focus as students practice at speeds ranging from 80-120 wpm.

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Keyboard mastery	15			
Advanced realtime shorthand theory principles	26			
Read back	1			
Realtime theory and Q&A	3			
TOTAL	45	0	0	0

EVALUTION

QUIZZES ☑	EXAMS ☑	ORAL PRES ☐	PAPERS ☐
LAB WORK ☐	PROJECTS ☐	COMP FINAL ☐	OTHER ☑

COURSE MATERIALS

TITLE:	Reporter on the Job and Vocabulary Development	
AUTHOR:	Beverly Loebelein Ritter & Michael Laborde	
PUBLISHER:	Stenotype Educational Products, Inc.	
VOLUME/EDITION/URL:	Revised Edition	
COPYRIGHT DATE:	1991	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Keyboard mastery	15	1. Use correct finger placement for advanced sounds. 2. Move fluidly between right hand, left hand. 3. Move fluidly to vowel keys. 4. Move fluidly to number bar.
Advanced realtime shorthand theory principles	26	1. Select and utilize distinct strokes for homonyms. 2. Write complex number configurations. 3. Demonstrate the use of realtime punctuation, capitalization, and speaker designation strokes. 4. Write one-stroke high-frequency words without hesitation.
Read back	1	1. Locate requested portion of notes. 2. Read back accurately. 3. Read back authoritatively.
Realtime theory and Q&A	3	1. Identify speakers correctly. 2. Alternate between various speakers. 3. Adjust to unfamiliar speakers. 4. Adjust to unfamiliar dictated material.
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Recognize speakers and identify correctly.

	Write 5 minutes of unfamiliar dictated material at the minimum wpm and accuracy rates.
	Transcribe 5 minutes of unfamiliar material dictated at the minimum wpm and accuracy rates.
	Read back accurately and authoritatively.
	Demonstrate advanced realtime theory concepts.

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