

9/14/2022 DATE

Business DIVISION  
 NEW COURSE  
 REVISION

REQUIRED COURSE  
 ELECTIVE COURSE

## Lake Land College

### Course Information Form

<b>COURSE NUMBER:</b> CRT-050		<b>TITLE:</b> (30 Characters Max) Speedbuilding III	
<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>Contact Hours Per Week</b>
<b>Repeatable (Y/N):</b> Y	<b>Pass/Fail (Y/N):</b> N	<b>Variable Credit (Y/N):</b> N	<b>16 Wks:</b> 150 <b>8 wks:</b> 300
<b>Prerequisites:</b>	CRT-045		
<b>Catalog Description: (40 Word Limit)</b>	Continued focus on concentration and fluency as students practice at speeds from 110-130 wpm.		

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Keyboard mastery	14			
Advanced realtime shorthand theory principles	18			
Read back	1			
Jury charge and literary	12			
<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>	Reporter on the Job and Vocabulary Development
<b>AUTHOR:</b>	Beverly Loebelein Ritter & Michael Laborde
<b>PUBLISHER:</b>	Stenotype Educational Products, Inc.
<b>VOLUME/EDITION/URL:</b>	Revised Edition
<b>COPYRIGHT DATE:</b>	1991

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Keyboard mastery	14	1. Demonstrate correct finger placement for advanced sounds. 2. Move fluidly between right hand and left hand. 3. Move fluidly to vowel keys. 4. Move fluidly to number bar.
Advanced realtime shorthand theory principles	18	1. Select and utilize distinct strokes for homonyms. 2. Write complex number configurations. 3. Demonstrate realtime punctuation. 4. Write one-stroke high-frequency words without hesitation.
Read back	1	1. Locate requested portion of notes for readback. 2. Read back accurately. 3. Read back authoritatively.
Jury charge and literary	12	1. Become familiar with jury charge and literary material. 2. Maintain focused attention. 3. Demonstrate how to use correct punctuation. 4. Adjust to unfamiliar dictated material.
Insert New Line Above this Line		
	<b>45</b>	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	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.