

9/14/2022 DATE

Business DIVISION  
 NEW COURSE  
 REVISION

REQUIRED COURSE  
 ELECTIVE COURSE

# Lake Land College

## Course Information Form

COURSE NUMBER:		CRT-055		TITLE: (30 Characters Max)		Speedbuilding IV					
SEM CR HRS:	3	Lecture:	3	Lab:	0	ECH:	3				
Course Level:	<input type="checkbox"/> Gen Ed / IAI		<input checked="" type="checkbox"/> Career/Technical		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0	
	<input type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Dev Ed/ Not in Degree Audit								
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-050										
Catalog Description: (40 Word Limit)	Continued exposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles as students practice at speeds from 130-150 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, literary material, and Q&A	12			
<b>TOTAL</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Keyboard mastery	14	<ol style="list-style-type: none"> <li>1. Demonstrate correct finger placement for advanced sounds.</li> <li>2. Move fluidly between right hand and left hand.</li> <li>3. Move fluidly to vowel keys.</li> <li>4. Move fluidly to number bar.</li> </ol>
Advanced realtime shorthand theory principles	18	<ol style="list-style-type: none"> <li>1. Select and utilize distinct strokes for homonyms.</li> <li>2. Write complex number configurations.</li> <li>3. Demonstrate realtime punctuation.</li> <li>4. Write one-stroke high-frequency words without hesitation.</li> </ol>
Read back	1	<ol style="list-style-type: none"> <li>1. Locate requested portion of notes for readback.</li> <li>2. Read back accurately.</li> <li>3. Read back authoritatively.</li> </ol>
Jury charge, literary material, and Q&A	12	<ol style="list-style-type: none"> <li>1. Identify speakers correctly.</li> <li>2. Alternate between speakers without hesitation.</li> <li>3. Adjust to unfamiliar speakers without hesitation.</li> <li>4. Adjust to unfamiliar dictated material.</li> </ol>
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.
	Recognize and identify speakers correctly.

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