

9/16/2022 DATE

Business DIVISION  
 NEW COURSE  
 REVISION

REQUIRED COURSE  
 ELECTIVE COURSE

## Lake Land College

### Course Information Form

<b>COURSE NUMBER:</b> CRT-060		<b>TITLE:</b> (30 Characters Max) Speedbuilding V	
<b>SEM CR HRS:</b>	3	<b>Lecture:</b>	3
<b>Course Level:</b>	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI	<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit	<b>Lab:</b> 0
<b>COURSE PCS #</b>	12	<b>IAI Code</b>	
<b>Repeatable (Y/N):</b>	Y	<b>Pass/Fail (Y/N):</b>	N
<b>Prerequisites:</b>	CRT-055		
<b>Catalog Description: (40 Word Limit)</b>	Continued student exposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles as students practice at speeds from 150-170 wpm.		

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Read back	23			
Advanced realtime shorthand theory principles	1			
Jury charge, literary material, and Q&A	21			
<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, Medical Q&A Vol. I
<b>AUTHOR:</b>	Beverly Loeblein Ritter/Michael LaBorde/Emanuel Grodsky
<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>
Advanced realtime shorthand theory	23	1. Write complex number configuration, decimals, percentages, fractions. 2. Illustrate realtime punctuation, quotes, parentheticals, dash. 3. Introduction to medical work. 4. Switch between colloquy and two-voice or multi-voice material. 5. Reduce hesitancy on unfamiliar material.
Read back	1	1. Locate requested portion of notes for read back. 2. Read back accurately. 3. Read back authoritatively.
Jury charge, literary material, and Q&A	21	1. Identify speakers correctly. 2. Alternate between speakers without hesitancy at increasing speeds. 3. Adjust to unfamiliar speakers without hesitancy. 4. Adjust to unfamiliar dictated material.
Insert New Line Above this Line		
	<b>45</b>	

<b>COURSE OUTCOMES*</b>	At the successful completion of this course, students will be able to:
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	Read back accurately and authoritatively. Demonstrate advanced realtime theory concepts.
	Recognize and identify speakers correctly.
	Use common multi-voice briefs and phrases and common medical briefs and phrases where appropriate.
	Write 5 minutes of unfamiliar dictated material at the minimum wpm and accuracy rates.
	Transcribe within 60 minutes 5 minutes of unfamiliar material dictated at the minimum wpm and accuracy rates.

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