9/16/2022 DATE REQUIRED COURSE ELECTIVE COURSE

1

Read back

## Business DIVISION NEW COURSE REVISION

## Lake Land College

List the Major Course segments (Units)         Hours         Practicum         Internship/ SC           Advanced realtime shorthand theory         22						<u> </u>							
SEM CR HRS:         3         Lab:         0         ECH:         3           Course Level:         Baccataurete //km-xk         Dev 6// Not in Pagrow Audit         Clinical Practicum:         0         SOE/         0         SOE         SOE         0         SOE         SOE         SOE         SOE         SOE         SOE         SOE         SOE         SOE <td< td=""><td></td><td></td><td></td><td>Co</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>				Co									
Course Level         Genes / M         Convert/reshnall         Clinical Practicum         0         ISSEE         SOE         0         SOE         0         SOE	COURSE NUMBER:		CRT-065		TITLE: (30 Characters	Max)	Sp	peedbuildir	ng VI				
Course Level         Bescalaurease Mon-At         Dev ld/ Not in begre Audit         O Internship:         O ECHI:         O           COUSE PCS #         12         AIA Code         Contact New Wexe         Contact New Yeve         Contact	SEM CR HRS:	3				_	L	ab: 0				ECH:	3
COURSE PCS /         Disclassing (Mon A)         Dev (a) with in organ 200         Disclassing (Mon A)         Disclassing (Mon A) <thdisclassin (mon="" a)<="" th="">         Disclassing (Mon A)</thdisclassin>	Course Level:					Clinic	al Practicu	m: 0			0		0
Repeatable (V/N):         V         Parable (ZM):         V         Variable (Zedit (V/N):         N         Min:         Max:         Teves:         150         9.ws         800           Prerequistes:         CR1 060         CR1 060         Continued exponents to material appendenced daily by reporters. Continued focus on concentration, fluency and advanced theory principles a students practice at speech from 160-200 wpre.         Contact Lab         Clinical         Non-Clinical exponents to material appendenced daily by reporters. Continued focus on concentration, fluency and advanced theory principles a students practice at speech from 160-200 wpre.         Contact Lab         Clinical         Non-Clinical Hours           Advanced reatime shorthand theory         22         Contact Lab         Clinical         Non-Clinical Hours				Dev Ed/ N				-	In	-			
Prerequisities:       CR1-060         Catalog Description: (40 Word Limit)       Continued exposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles a students practice at speeds from 160-200 vpm.         List the Major Course Segments (Units)       Contact Lecture Hours       Contact Lecture Hours       Contact Lecture Hours       Contact Lecture Hours       Contact Lecture Hours       Contact Hours       Contact Hour		V		N		N	Min	Max					
Catalog Description: (40 Word Limit)         Continued opposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles a students practice at speeds from 160-200 wpm.           List the Major Course Segments (Units)         Contact Lecture Hours         Contact Lecture Hours         Contact Lecture Hours         Contact Hours         Cinical Hours         Non-Clinical Internship St Advanced restlime shorthand theory         Non-Clinical Hours		1		IN		IN	141111.	IVIA/	•	10 44K3	150	O WK3	300
Limit         Students practice at speeds from 160-200 wpm.           List the Mejor Course Segments (Units)         Contact Lecture Hours         Contact Hours         Contact Hours         Contact Hours         Contact Hours         Non-Clinical Practicum         Non-Clinical Internship/SC           Advenced realitime shorthand theory         22         2 </td <td>Freiequisites.</td> <td></td> <td>CK1-000</td> <td></td>	Freiequisites.		CK1-000										
List the Major Course Segments (Units)         Contact Lab		ord				ntinued	l focus on c	oncentratio	on, fluenc	cy and adv	vanced the	eory princip	bles as
Read back     2	List the Major Course Segments (Units)				Lecture Hours	Lecture Hours				Non-Clinical Internship/ SOE			
Two voice, jury charge, literary material, and O&A     21     Image: Constraint of the second		d theo	У										
TOTAL     45     0     0       TOTAL     45     0     0       OUIZZES[2]     EXAMS[2]     ORAL PRES     PAPERS       OUIZZES[2]     EXAMS[2]     ORAL PRES     PAPERS       COURSE MATERIALS       TITLE: Reporter on the Job       AUTHOR: Ritter & Leborde       PUBLISHER: Stenotype Educational Products, Inc.       VOLUME/EDITION/URL: Revised Edition       COURSE MATERIALS       TITLE: Advanced Literary Dictation       AUTHOR: Ritter & Antunovich       PUBLISHER: Stenotype Educational Products, Inc.       VOLUME/EDITION/URL: 3rd Printing       COPYRIGHT DATE: 1990       TITLE: Speedbuilding for Court Reporting       AUTHOR: Floyd & Mathias       PUBLISHER: Stenotype Educational Products, Inc.       VOLUME/EDITION/URL: 3rd Printing       COPYRIGHT DATE: 1990       MAJOR COURSE SEGMENT       HOURS       LEARNING OUTCOMES       The student will be able to:       1. Differentiate between commony misused word:       Advanced realitime shorthand theory       22		rv mat	erial and O&A										
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Advanced realtime shorthand theory       22         2. Improve homonym and conflict resolution.         3. Memorize briefs.         4. Demonstrate ability to recognize proper names         and commonly capitalized words.													
5. Demonstrate ability to finger spell and write	Advanced realtime shorthanc	d theo	у		22			2. Imp 3. Mer 4. Der and co	rove hon norize br nonstrate mmonly	nonym an iefs. e ability to capitalize	d conflict recognized words.	resolution. e proper na	imes

2

acronyms.

conflict resolution.

6. Demonstrate understanding of word boundary

Locate requested portion of notes for read back.
 Read back accurately.
 Read back authoritatively.

Two-voice, jury charge, literary material, and Q&A	21	<ol> <li>Maintain focused attention.</li> <li>Utilize brief forms for common words and phrases in jury charge.</li> <li>Increase vocabulary development.</li> <li>Adjust to unfamiliar dictated material.</li> <li>Adjust to unfamiliar speakers.</li> </ol>
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:				
	Read back accurately and authoritatively.				
	Demonstrate advanced realtime theory concepts.				
	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.