

9/16/2022 DATE

Business DIVISION  
 NEW COURSE  
 REVISION

REQUIRED COURSE  
 ELECTIVE COURSE

## Lake Land College

### Course Information Form

<b>COURSE NUMBER:</b> CRT-065		<b>TITLE:</b> (30 Characters Max) Speedbuilding VI	
<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>SOE/ Internship:</b> 0
<b>Repeatable (Y/N):</b>	Y	<b>Pass/Fail (Y/N):</b>	N
<b>Prerequisites:</b>	CRT-060		
<b>Catalog Description: (40 Word Limit)</b>	Continued exposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles as students practice at speeds from 160-200 wpm.		

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Advanced realtime shorthand theory	22			
Read back	2			
Two-voice, 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	
<b>AUTHOR:</b> Ritter & Leborde	
<b>PUBLISHER:</b> Stenotype Educational Products, Inc.	
<b>VOLUME/EDITION/URL:</b> Revised Edition	
<b>COPYRIGHT DATE:</b> 1991	

<b>TITLE:</b> Advanced Literary Dictation	
<b>AUTHOR:</b> Ritter & Antunovich	
<b>PUBLISHER:</b> Stenotype Educational Products, Inc.	
<b>VOLUME/EDITION/URL:</b> 3rd Printing	
<b>COPYRIGHT DATE:</b> 1990	

<b>TITLE:</b> Speedbuilding for Court Reporting	
<b>AUTHOR:</b> Floyd & Mathias	
<b>PUBLISHER:</b> Stenotype Educational Products, Inc.	
<b>VOLUME/EDITION/URL:</b> 3rd Printing	
<b>COPYRIGHT DATE:</b> 1990	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Advanced realtime shorthand theory	22	1. Differentiate between commonly misused words. 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 acronyms. 6. Demonstrate understanding of word boundary conflict resolution.
Read back	2	1. Locate requested portion of notes for read back. 2. Read back accurately. 3. Read back authoritatively.

Two-voice, jury charge, literary material, and Q&A	21	<ol style="list-style-type: none"> <li>1. Maintain focused attention.</li> <li>2. Utilize brief forms for common words and phrases in jury charge.</li> <li>3. Increase vocabulary development.</li> <li>4. Adjust to unfamiliar dictated material.</li> <li>5. 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.