

7/20/2022 DATE



REQUIRED COURSE



ELECTIVE COURSE

Business DIVISION



NEW COURSE



REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CRT-067		TITLE: (30 Characters Max)		Court Reporting Comm I					
SEM CR HRS:	3	Lecture:		3	Lab:	0	SOE/ Internship:		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 #		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:											
Catalog Description: (40 Word Limit)		Study the basic rules of English grammar including parts of speech, sentences, nouns, verbs, and modifying and connecting words with a focus on the application to the court reporting and captioning industry.									

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Parts of Speech and Sentences	10			
Nouns and Pronouns	10			
Verbs and Subject-Verb Agreement	10			
Modifying and Connecting Words	15			
TOTAL	45	0	0	0

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

COURSE MATERIALS	
TITLE:	Court Reporting: Bad Grammar/Good Punctuation
AUTHOR:	Margie Wakeman Wells
PUBLISHER:	Margie Holds Court Reporting
VOLUME/EDITION/URL:	2012 Edition
COPYRIGHT DATE:	2012

TITLE:	Ebook: Business English
AUTHOR:	Mary Ellen Guffey and Carolyn Seefer
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	13th Edition
COPYRIGHT DATE:	2020

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Parts of Speech and Sentences	10	1. Identify the content of business English and its relevance, value, and importance to you and your career. 2. Define the eight parts of speech. 3. Differentiate among phrases, dependent clauses, and independent clauses. 4. Use techniques to avoid three basic sentence faults: fragments, comma splices, and run-on sentences.
Nouns and Pronouns	10	1. Distinguish between common and proper nouns. 2. Spell correctly the plural forms of nouns ending in y, f, and o; proper nouns; surnames; compound nouns; and numerals, letter, abbreviations, and acronyms. 3. Choose the correct personal pronoun. 4. Make pronoun references clear, and ensure the personal pronouns agree with their antecedents in number and gender.

Verbs and Subject-Verb Agreement	10	1. Use verbs correctly in the present, past, and future tenses. 2. Recognize and use participles, gerunds, and infinitives correctly. 3. Make verbs agree with subjects joined by <i>and</i> , with company and organizations names, and with titles. 4. Make verbs agree with <i>the number</i> and <i>a number</i> quantities and measures; fractions, portions, and percentages; and <i>who</i> and <i>that</i> clauses. 5. Achieve subject-verb agreement with phrases and clauses as subjects and with subject complements.
Modifying and Connecting Words	15	1. Decide whether to use adjectives or adverbs in sentences. 2. Avoid using prepositions in place of verbs and adverbs. 3. Connect words, phrases, and clauses of equal grammatical value or rank using coordinating conjunctions such as <i>and</i> , <i>or</i> , <i>nor</i> , and <i>but</i> .
Insert New Line Above this Line		
	45	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Demonstrate the importance of proper English and grammar and its relevance in the court reporting and captioning industry.
	Use techniques to avoid basic sentence faults.

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