

7/19/2022 DATE

☒ REQUIRED COURSE
☐ ELECTIVE COURSE

 Business DIVISION
☐ NEW COURSE
☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CRT-068		TITLE: (30 Characters Max)		Court Reporting Comm II					
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
Prerequisites:											
Catalog Description: (40 Word Limit)		Study of the basic rules of English grammar including punctuation, capitalization, number expression, vocabulary, and spelling 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
Punctuation	24			
Numbers	8			
Capitalizations	8			
Spelling	5			
TOTAL	45	0	0	0

EVALUATION

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>
Punctuation	24	1. Use commas correctly in series, direct address, and parenthetical expressions. 2. Use commas correctly in punctuating abbreviations, degrees, professional titles, and numerals. 3. Use semicolons correctly in punctuating compound sentences. 4. Correctly use colons to introduce long quotations and explanatory sentences. 5. Use periods to correctly punctuate statements, commands, indirect questions, polite requests, abbreviations, initials, and numerals.

Numbers	8	<ol style="list-style-type: none"> 1. Correctly choose between figure and word forms to express general numbers, numbers beginning sentences, and numbers that require hyphens and commas. 2. Use the correct form in expressing numbers used with words, abbreviations, and symbols. 3. Express correctly weights, measurements, temperatures, fractions, percentages, and decimals. 4. Use the correct form in expressing grades, scores, voting results, and ordinals.
Capitalization	8	<ol style="list-style-type: none"> 1. Properly capitalize sentence beginnings, the pronoun <i>I</i>, proper nouns, proper adjectives, and currency. 2. Determine when to capitalize geographic locations, company and organization names, academic courses and degrees, and seasons. 3. Correctly capitalize numbered and lettered items; points of the compass; departments, divisions, offices, agencies, and committees; government terms; product names; and literary and artistic titles. 4. Apply special rules in capitalizing personal titles and terms.
Spelling	5	<ol style="list-style-type: none"> 1. Increase vocabulary. 2. Become familiar with spellings of commonly misspelled words.
Insert New Line Above this Line		
45		

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Utilize proper punctuation and implement punctuation rules in transcripts.
	Explain how to transcribe numbers properly.
	Demonstrate how and when to use capitalization and abbreviations and how to punctuate both properly.
	Improve spelling skills.

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