

9/16/2022 DATE

REQUIRED COURSE
 ELECTIVE COURSE

Business DIVISION
 NEW COURSE
 REVISION

Lake Land College

Course Information Form

COURSE NUMBER:		CRT-070		TITLE: (30 Characters Max)		Speedbuilding VII							
SEM CR HRS:	3	Lecture:		3	Lab:	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 #	12		IAI Code				Contact Hours Per Week						
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	150	8 wks	300
Prerequisites:	CRT-065												
Catalog Description: (40 Word Limit)	Continued exposure to material experienced daily by reporters. Continued focus on concentration, fluency and advanced theory principles as students practice at speeds from 180-225 wpm.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Advanced realtime shorthand theory	23			
Read back	2			
Jury charge, literary material, and Q&A	20			
TOTAL	45	0	0	0

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

COURSE MATERIALS	
TITLE:	Reporter on the Job
AUTHOR:	Beverly Loeblein Ritter & Michael LaBorde
PUBLISHER:	Stenotype Educational Products, Inc.
VOLUME/EDITION/URL:	Revised
COPYRIGHT DATE:	1991

TITLE:	Medical Q&A
AUTHOR:	Emanuel Grodsky
PUBLISHER:	Stenotype Educational Products, Inc.
VOLUME/EDITION/URL:	2nd Printing
COPYRIGHT DATE:	1992

TITLE:	Speedbuilding for Court Reporting Vol. II
AUTHOR:	Sally Floyd & Dot Mathias
PUBLISHER:	Stenotype Educational Products, Inc. II
VOLUME/EDITION/URL:	Vol. II, 1st Edition
COPYRIGHT DATE:	1990

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Advanced realtime shorthand theory	23	1. Write complex number configurations, decimals, percentages, fractions. 2. Demonstrate the use of realtime punctuation, quotes, parentheses, 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	2	1. Locate requested portion of notes for readback. 2. Read back accurately and authoritatively. 3. Read back from steno machine or computer screen.

Jury charge, literary material, and Q&A	20	<ol style="list-style-type: none"> 1. Identify speakers correctly. 2. Alternate between speakers without hesitancy at increasing speeds. 3. Increase focused attention time at increasing speeds. 4. Maintain concentration during unfamiliar speakers. 5. Maintain concentration during unfamiliar dictated material.
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.
	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.