

9/16/2022 DATE

Business DIVISION
 NEW COURSE
 REVISION

REQUIRED COURSE
 ELECTIVE COURSE

Lake Land College

Course Information Form

COURSE NUMBER: CRT-075		TITLE: (30 Characters Max) Speedbuilding VIII	
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
	<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): Y	Pass/Fail (Y/N): N	Variable Credit (Y/N): N	16 Wks: 150 8 wks: 300
Prerequisites:	CRT-070		
Catalog Description: (40 Word Limit)	Continued student exposure to material experienced daily by reporters with focus on medical testimony. Continued focus on concentration, fluency and advanced theory principles as students practice speeds from 200-240 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 material, jury charge, and Q&A	21			
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 type="checkbox"/>	COMP FINAL <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 Vol. II	
AUTHOR: Emanuel Grodsky	
PUBLISHER: Stenotype Educational Products, Inc.	
VOLUME/EDITION/URL: Vol. I	
COPYRIGHT DATE: 1990	

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	22	1. Write complex number configuration, decimals, percentages, fractions. 2. Demonstrate the use of realtime punctuation, quotes, parentheses, dash. 3. Reinforcement of medical testimony. 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. 3. Read back authoritatively.

Two-voice material, jury charge, and Q&A	21	<ol style="list-style-type: none"> 1. Identify speakers correctly. 2. Alternate between speakers without hesitancy at increasing speeds. 3. Maintain concentration when confronted with unfamiliar speakers. 4. Maintain concentration when confronted with unfamiliar dictation. 5. Maintain concentration during complex medical dictation.
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.