

Course Competencies Template - Form 112

GENERAL INFORMATION		
Name: Zulfikar Kalam and Samantha Lewis	Phone #: 305-237-8072	
Course Prefix/Number: CCJ-2358	Course Title: Criminal Justice Reporting	
Number of Credits: 3		
Degree Type:	□ B.A. □ B.S. □ B.A.S □ A.A. □ A.S. □ A.A.S. □ C.C.C. □ A.T.C. □ C.T.C.(V.C.C.)	
Date Submitted/Revised:	Effective Year/Term: 2009-1	
☑ New Course Competency ☐ Revised Course Competency		
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): 🗌 Yes 🔻 🛚 No		
The above course links to the following Learning Outcomes:		
☑ Communication☐ Numbers / Data☑ Critical thinking☑ Information Literacy☐ Cultural / Global Perspective	☐ Social Responsibility ☐ Ethical Issues ☐ Computer / Technology Usage ☐ Aesthetic / Creative Activities ☐ Environmental Responsibility	
Course Description (limit to 50 words or less, <u>must</u> correspond with course description on Form 102): This course prepares student through instruction and practice to properly prepare written reports common to criminal justice community. Students will learn a variety of criminal justice scenarios presented and students instructed as to proper report format and presentation. Prerequisite: ENC 1101. (3 hr. lect.)		
Prerequisite(s): ENC 1101	Co requisite(s): None	

Course Competencies: (for further instruction/guidelines go to: http://www.mdc.edu/asa/curriculum.asp)

Competency 1: The student will demonstrate knowledge of report writing by:

- 1. Listing the rules of report writing.
- 2. Organizing a report.
- 3. Differentiating between fact and opinion.

Competency 2: The student will demonstrate knowledge of proofreading and editing a report by:

- 1. Reviewing a report for content.
- 2. Evaluating reports for errors.
- 3. Analyzing reports for clarity.
- 4. Determining necessary changes.
- 5. Correcting the errors.

Competency 3: The student will demonstrate knowledge of report categories by:

- 1. Differentiating between types of report categories.
- 2. Demonstrating which report type is needed.

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Competency 4: The student will demonstrate proficiency in preparing professional reports by:

- 1. Using proper grammar, spelling, punctuation, and sentence structure in preparing reports.
- 2. Differentiating between active and passive voice.
- 3. Demonstrating how to write reports.

Competency 5: The student will demonstrate knowledge of the rationale for report writing by:

- 1. Reviewing constitutional rights.
- 2. Explaining the elements of the 4th Amendment as they pertain to evidence.
- 3. Explaining the right to privacy laws.

Competency 6: The student will demonstrate knowledge of the importance of witnesses and their testimony by:

- 1. Presenting oral and written material pertaining to the use of witness testimony.
- 2. Demonstrating the relationship between judicial notices and privileges of witnesses.
- 3. Explaining the concepts and exceptions to hearsay evidence.

Competency 7: The student will demonstrate knowledge of the use of evidence by:

- 1. Explaining the exclusionary rule.
- 2. Determining how the exclusionary rule applies to the collection, identification and documentation of evidence.
- 3. Discussing the relevance of the exclusionary rule to criminal justice reporting.

Competency 8: The student will demonstrate knowledge of the ethics of criminal justice reporting by:

- 1. Comparing fact versus opinion.
- 2. Identifying the ramifications of perjury.
- 3. Identifying constitutional components relative to criminal justice reporting.
- 4. Discussing how diverse backgrounds may influence criminal justice reporting.

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