

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:	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input checked="" type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> C.T.C.(V.C.C.)		
Date Submitted/Revised:	Effective Year/Term: 2009-1		
<input checked="" type="checkbox"/> New Course Competency <input type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Social Responsibility <input type="checkbox"/> Ethical Issues <input type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective	<input type="checkbox"/> Social Responsibility <input type="checkbox"/> Ethical Issues <input type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, must 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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Reviewed By Director of Academic Programs Date: _____

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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