



Course Description

CCJ2358 | Criminal Justice Reporting | 3.00 credits

This course prepares students through instruction and practice to properly prepare written reports common to the criminal justice community. Students will learn a variety of criminal justice scenarios presented and students will be instructed as to proper report format and presentation. Prerequisite: ENC1101.

Course Competencies

Competency 1: The student will demonstrate proficiency in writing criminal justice reports by:

1. Analyzing various report formats used within the criminal justice community
2. Practicing the organization of information to create clear and concise narratives
3. Evaluating the importance of accuracy and detail in report writing

Competency 2: The student will apply knowledge of criminal justice scenarios to enhance report writing skills by:

1. Constructing reports based on hypothetical scenarios to showcase understanding of context
2. Identifying key elements and facts that must be included in incident reports
3. Synthesizing information from multiple sources to create comprehensive reports

Competency 3: The student will analyze the components of effective report presentation by:

1. Reviewing best practices for formatting and structuring written reports
2. Evaluating the use of language and tone appropriate for criminal justice documentation
3. Comparing various presentation techniques to communicate findings effectively

Competency 4: The student will engage in peer review processes to improve report writing by:

1. Providing constructive feedback on classmates' reports to enhance clarity and effectiveness
2. Revising written work based on peer suggestions to refine writing skills
3. Collaborating with peers to discuss challenges and strategies in report preparation

Learning Outcomes

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information
- Demonstrate knowledge of ethical thinking and its application to issues in society