

Program Number 10-170-1

Associate Degree in Applied Science • Varies

ABOUT THE PROGRAM

You've read the scrolling captions for the hearing-impaired on your TV screen. The person providing instantaneous text of programs is trained in realtime transcription techniques and technology. These skills can also be used to provide CART (Communication Access Realtime Translation) for hearing-impaired students in educational as well as public settings. If you're an excellent listener, have strong language and communication skills, are committed to accuracy and able to work on deadline, a career in broadcast captioning may be a perfect fit for your talents.

PROGRAM OUTCOMES

- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.
- Demonstrate knowledge of proper captioning procedures and responsibilities for captioning and CART reporting.
- Demonstrate knowledge of the professional reporting organizations and methods of gaining certification as a Certified Broadcast Captioner.
- Utilize machine shorthand with a computer-aided transcription system to write the spoken word and produce a transcript.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete Notification of Laptop/Steno Rental Equipment form.
- Complete Technical Standards form.
- Complete the online Student Success Questionnaire.
- Complete Student Success Tutorial prior to meeting with your program counselor.
- Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.

**Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

APPROXIMATE COSTS

\$149.50 per credit tuition (WI resident) plus \$8.97 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE

It is recommended that students rent a stenograph machine and laptop computer through the rental program available at Lakeshore. Lakeshore's Broadcast Captioning program follows the National Court Reporters Association (NCRA) standards. Upon completion of this curriculum, the student will have dual degrees in Court Reporting and Broadcast Captioning.

GRADUATION REQUIREMENT

Three 5-minute timings must be passed in each of the following categories with a minimum of 95 percent accuracy:

- Two-voice testimony @ 225 wpm
- Jury charge @ 200 wpm
- Literary @ 180 wpm
- Broadcast Captioning Internship of 40 hours must be taken within 18 months of graduation.

CONTACT

Lakeshore Admissions Advisor
 920.693.1366 • Admissions@gotoltc.edu

REAL EXPERIENCE FOR THE REAL WORLD

Catalog No.	Class Title	Credit(s)
Term 1		
10170106	Realtime Reporting 1	5
10170804	Realtime Reporting 1 Lab	1
10170144	Realtime Reporting Orientation	1
10801136	English Composition 1	3
10809198	Introduction to Psychology	3
10170184	English for Realtime Reporters	1
14		
Term 2		
10170105	Realtime Reporting 2	5
10170805	Realtime Reporting 2 Lab	1
10170159	Realtime Reporting Technology	2
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
10170160	Legal Terminology	1
12		
Term 3 (Summer)		
10170108	Realtime Reporting Speed Development	2
10170104	Broadcast Captioning Research Methods	1
10809122	Introduction to American Government OR 10809172 Introduction to Diversity Studies	3
10170126	Skillbuilding 1 (optional) (2 cr)	
10170127	Skillbuilding 2 (optional) (2 cr)	
10170136	Skillbuilding 3 (optional) (2 cr)	
6		
Term 4		
10170109	Literary 1 - Advanced	2
10170128	Jury Charge 1 - Advanced	2
10170156	Testimony 1 - Advanced	3
10804123	Math with Business Applications OR 10804107 College Math OR 10806112 Principles of Sustainability	3
10170161	Realtime Reporting Technology Advanced	2
12		
Term 5		
10170145	Court Reporting Internship	1
10170111	Literary 2 - Advanced	2
10170129	Jury Charge 2 - Advanced	2
10170157	Testimony 2 - Advanced	3
10170146	Four Voice	1
10170141	Court Reporting Procedures	2
10170101	Captioning/CART	3
10170171	Medical Reporting & Terminology	2
16		
Term 6		
10170143	Internship in Broadcast Captioning/CART	1
1		
TOTAL 61		

BEGINNING COURSES REQUIRED PRIOR TO ADVANCED COURSES

10170121	Jury Charge 1 - Beginner*	2
10170122	Jury Charge 2 - Beginner*	2
10170113	Literary 1 - Beginner*	2
10170114	Literary 2 - Beginner*	2
10170153	Testimony 1 - Beginner*	2
10170154	Testimony 2 - Beginner*	2

*Course descriptions can be found on the Lakeshore website

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2024-2025 rates and are subject to change prior to the start of the academic year.

BROADCAST CAPTIONING RESEARCH METHODS...prepares the learner to prepare (research) prior to broadcast, conduct research in preparation for broadcasting international news, national news, local news, weather reports, sporting events, writing geographical terms, utilize culturally diverse terminology, and create job dictionaries.

CAPTIONING/CART...prepares the student to write Realtime dictation at 180 wpm, analyze deaf culture, analyze captioning/CART procedures, prepare for broadcast production, configure CAT software for captioning, set up captioning hardware, operate the CAT system in captioning mode, utilize proper technology to control caption spacing and placement, write a news broadcast for 30 minutes non-stop, configure CART software, and analyze the contents of the CART provider's manual. PREREQUISITE: 10170156 Testimony 1 - Adv and 10170109 Literary 1 - Adv and COREQUISITE: 10170157 Testimony 2 - Adv

COURT REPORTING INTERNSHIP...prepares the student to write machine shorthand verbatim for a minimum of 40 hours of actual writing time in the courtroom, classroom, and deposition environment under the supervision of a working reporter; prepare a 40-page transcript and summarize the internship experience in a narrative report. PREREQUISITE: 10106108 or 10170108 Realtime Rptg Speed Dev, 10106128 or 10170128 Jury Chrg 1-Adv, 10106109 or 10170109 Lit 1-Adv, 10106156 or 10170156 Test 1-Adv and COREQUISITE: 10106129 or 10170129 Jury Chrg 2-Adv, 10106111 or 10170111 Lit 2-Adv and 10106157 or 10170157 Test 2-Adv

COURT REPORTING PROCEDURES...introduces the student to reporting procedures for which reporters are responsible in the courtroom, deposition, and real-time reporting environments, including preparing salable transcripts, researching legal citations, and developing professional development plans. PREREQUISITE: 10170156 Testimony 1 Adv

ENGLISH COMPOSITION 1...is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent

ENGLISH FOR REALTIME REPORTERS...enhances the student's ability to use proper English grammar, spelling, punctuation, capitalization, and vocabulary techniques in the transcription of the spoken word.

FOUR VOICE...prepares the student to write four-voice testimony from material dictated at a minimum speed of 160 wpm for 5 minutes with a minimum of 95 percent accuracy. PREREQUISITE: 10170156 Testimony 1 - Advanced

INTERNSHIP IN BROADCAST CAPTIONING/CART...prepares the learner to caption live broadcast, use television broadcast terminology, describe television broadcast operations, and provide CART services to a hearing-impaired person. Students must be writing at 180 words per minute literary prior to enrolling in this course. PREREQ: 10106108 or 10170108 Realtime Rptg Speed Dev, 10106128 or 10170128 Jury Chrg 1-Adv, 10106109 or 10170109 Lit 1-Adv, 10106156 or 10170156 Test 1-Adv & COREQ: 10106129 or 10170129 Jury Chrg 2-Adv, 10106111 or 10170111 Lit 2-Adv & 10106157 or 10170157 Test 2-Adv

INTRODUCTION TO AMERICAN GOVERNMENT...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system. COREQUISITE: Reading placement assessment or equivalent

INTRODUCTION TO PSYCHOLOGY...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equivalent

JURY CHARGE 1 - ADVANCED...prepares the student to write jury charge material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or CONDITION: Minimum of 130 WPM met

JURY CHARGE 2 - ADVANCED...prepares the learner to write jury charge material at 200 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or CONDITION: Minimum of 180 WPM met

LEGAL TERMINOLOGY...provides the student with the ability to spell, pronounce, and define legal terms.

LITERARY 1 - ADVANCED...prepares the learner to write literary material at 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170113 Literary 1 - Beginner or 10106113 Literary 1 - Beginner or CONDITION: Minimum of 130 WPM met

LITERARY 2 - ADVANCED...prepares the learner to write literary material at 180 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170114 Literary 2 - Beginner or 10106114 Literary 2-Beginner or CONDITION: Minimum of 160 WPM met

MATH WITH BUSINESS APPLICATIONS...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. COREQUISITE: Math placement assessment or equivalent AND Reading placement assessment or equiv

MEDICAL REPORTING/TERMINOLOGY...prepares the student to write medical terminology in machine shorthand using appropriate medical terminology from material dictated at a minimum speed of 150 wpm for 5 minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings. PREREQUISITE: 10170156 Testimony 1-Adv or 10106156 Testimony 1 - Adv

ORAL/INTERPERSONAL COMMUNICATION...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

REALTIME REPORTING 1...prepares learners to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms & phases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting 1 Lab is required. CONDITION: 101701 Broadcast Capt or 101702 Court Rep or 101061 Judicial Rep program reqs met

REALTIME REPORTING 1 LAB...prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multi-consonant words, punctuation and special symbols, short forms and phrases, words in their singular and plural forms, and prefixes and suffixes. Concurrent registration in Realtime Reporting 1 is required. COREQUISITE: 10170106 Realtime Reporting 1 or 10106104 Realtime Reporting 1 and CONDITION: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirement met

REALTIME REPORTING 2...prepares learner to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory at a minimum speed of 100 wpm. Concurrent registration in Realtime Reporting 2 Lab is required. PREREQUISITES: 10170106 Realtime Reporting 1 or 10106104 Realtime Reporting 1 and 10170804 Realtime Reporting 1 Lab or 10106804 Realtime Reporting 1 Lab

REALTIME REPORTING 2 LAB...expands the learner's ability to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffixes; numbers, frequently used words and phrases, contractions using the Z-rule, the "Flagged Alphabet," apply realtime conflict elimination principles, apply realtime theory and write dictation using a realtime theory. Concurrent registration in Realtime Reporting 2 is required. COREQUISITES: 10170105 Realtime Reporting 2 or 10106105 Realtime Reporting 2

REALTIME REPORTING ORIENTATION...prepares the student to use computer-assisted, real-time transcription software, Windows, e-mail, a steno machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework. CONDITION: 101701 Broadcast Captioning or 101702 Court Reporting program reqs met

REALTIME REPORTING SPEED DEVELOPMENT...further develops skills acquired in Realtime Reporting 2 on literary and testimony material beginning at 100 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute. PREREQUISITE: 10170105 Realtime Reporting 2 or 10106105 Realtime Reporting 2 and 10170805 Realtime Reporting Lab 2

REALTIME REPORTING TECHNOLOGY...prepares the student to use CAT (Computer-Assisted Transcription) and real-time software; build personal dictionaries; and read, translate, and edit transcripts. Students are introduced to real-time translation procedures in court, depositions, captioning, and educational environments.

REALTIME REPORTING TECHNOLOGY ADVANCED...prepares the learner to expand their knowledge of computer-assisted transcription and realtime software, dictionary management, specialized editing functions, transcript preparation, auto-included block files, and specialized macros for Steno-related tasks. PREREQUISITE: 10170159 Realtime Reporting Technology

TESTIMONY 1 - ADVANCED...prepares the learner to write 2-voice testimony material at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170153 Testimony 1 - Beginner or 10106153 Testimony 1 - Beginner or CONDITION: or Minimum of 130 WPM met

TESTIMONY 2 - ADVANCED...prepares the learner to write 2-voice testimony material at 225 words per minute for 5 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy and prepare salable transcripts. Course requires a minimum grade of "B" or better. PREREQUISITE: 10170154 Testimony 2 - Beginner or 10106154 Testimony 2 - Beginner or CONDITION: Minimum of 180 WPM met