



# Judicial Reporting

**Program No: 10-106-1 Associate Degree in Applied Science**

**Degree Completion Time: Two Years Plus Summer School**

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

**2012-2013**

| Catalog No.   | Class Title  | Credit(s)    |
|---|--|--------------|
| <b>Term 1</b>   |  |              |
| 10106104  | Realtime Reporting 1   | 5.00         |
| 10106144  | Realtime Reporting Orientation   | 1.00         |
| 10106159  | Legal Terminology  | 1.00         |
| 10106184  | English for Realtime Reporters   | 1.00         |
| 10106804  | Realtime Reporting 1 Lab   | 1.00         |
| 10801195  | Written Communication  | 3.00         |
| 10809198  | Psychology - Introduction to   | 3.00         |
|   | <b>Total</b>   | <b>15.00</b> |
| <b>Term 2</b>   |  |              |
| 10106105  | Realtime Reporting 2   | 5.00         |
| 10106158  | Realtime Reporting Technology  | 2.00         |
| 10801196  | Oral/Interpersonal Communication OR 10801198 Speech  | 3.00         |
| 10106805  | Realtime Reporting 2 Lab   | 1.00         |
| 10809122  | Introduction to American Government OR 10809172 Race, Ethnic and Diversity Studies                         | 3.00         |
| 10809196  | Sociology - Introduction to  | 3.00         |
|   | <b>Total</b>   | <b>17.00</b> |
| <b>Term 3 (Summer)</b>                                      |  |              |
| 10106108  | Realtime Reporting Speed Development Skill Building 1, 2, or 3   | 2.00         |
|   | <b>Total</b>   | <b>2.00</b>  |
| <b>Term 4</b>   |  |              |
| 10106109  | Literary 1 - Advanced  | 2.00         |
| 10106128  | Jury Charge 1 - Advanced   | 2.00         |
| 10106156  | Testimony 1 - Advanced   | 3.00         |
| 10106809  | Literary 1 Lab - Advanced  | 1.00         |
| 10106828  | Jury Charge 1 Lab - Advanced   | 1.00         |
| 10106859  | Testimony 1 Lab - Advanced   | 1.00         |
| 10809195  | Economics OR 10809144 Macroeconomics   | 3.00         |
| 10804123  | Math with Business Applications OR 10804106 Intro to College Math OR 10806112 Principles of Sustainability | 3.00         |
|   | <b>Total</b>   | <b>16.00</b> |
| <b>Term 5</b>   |  |              |
| 10106143  | Judicial Reporting Internship  | 1.00         |
| 10106111  | Literary 2 - Advanced  | 2.00         |
| 10106129  | Jury Charge 2 - Advanced   | 2.00         |
| 10106142  | Judicial Reporting Procedures  | 2.00         |
| 10106157  | Testimony 2 - Advanced   | 3.00         |
| 10106171  | Medical Reporting & Terminology  | 2.00         |
| 10106811  | Literary 2 Lab - Advanced  | 1.00         |
| 10106829  | Jury Charge 2 Lab - Advanced   | 1.00         |
| 10106857  | Testimony 2 Lab - Advanced   | 1.00         |
|   | <b>Total</b>   | <b>15.00</b> |
|   | <b>Program Total</b>   | <b>65.00</b> |
| <b>Beginning Courses Required Prior to Advanced Courses</b> |  |              |
| 10106121  | Jury Charge 1 - Beginner   | 2.00         |
| 10106122  | Jury Charge 2 - Beginner   | 2.00         |
| 10106113  | Literary 1 - Beginner  | 2.00         |
| 10106114  | Literary 2 - Beginner  | 2.00         |
| 10106153  | Testimony 1 - Beginner   | 2.00         |
| 10106154  | Testimony 2 - Beginner   | 2.00         |
| <b>Optional Credit</b>                                      |  |              |
| 10106161  | Realtime Reporting Technology Advanced   | 2.00         |

## About Shared Programs

LTC offers its Judicial Reporting program in cooperation with technical colleges across the state. As a Judicial Reporting student, you'll:

- Attend live, interactive TV classes sent from LTC to your local technical college.
- Take general studies classes and labs at your local technical college.
- LTC shares its Judicial Reporting program with Fox Valley Technical College (FVTC) - Appleton, Gateway Technical College (GTC) - Kenosha, Northeast Wisconsin Technical College (NWTC) - Green Bay, Mid-State Technical College (MSTC) - Stevens Point, Wisconsin Indianhead Technical College (WITC) - New Richmond, and Moraine Park Technical College (MPTC) - Fond du Lac.
- LTC also offers an opportunity for students to complete the program at the Lakeland College - West Allis Campus.

## About the Career

You've seen high-profile trials with a person keying the testimony into a stenograph machine or read the scrolling captions for the hearing-impaired on your TV screen. The person recording the spoken words at speeds ranging from 180 to 225 words a minute is a judicial reporter. If you're an excellent listener, have strong language and communications skills, and are committed to accuracy and confidentiality, a career in judicial reporting may be a perfect fit for you.

## Careers

- Legislative Reporter
- Official Court Reporter in the Court System
- Freelance Reporter
- Scopist

## Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Notification of Laptop/Steno Rental Requirement Form
- Functional Abilities Statement of Understanding Form

## Program Outcomes

You'll learn to:

- Develop proficiency in machine shorthand using realtime theory.
- Develop a personal dictionary, read, translate, and edit transcripts using CAT (computer-aided transcription) software.

- Produce salable transcripts on a realtime translation system.
- Demonstrate knowledge of proper reporting procedures and responsibilities for freelance and official reporting.
- Demonstrate knowledge of legal and medical concepts and terminology.
- Demonstrate knowledge of the professional reporting organizations and methods of gaining certification as a Registered Professional Reporter.

## Other Program Expectations

You'll need to hear, speak, see, and use both hands to manipulate a computer keyboard and stenograph machine.

## Approximate Costs

- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## 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
- Judicial Reporting Internship must be taken within 18 months of graduation.

## Special Equipment

Students are required to rent a stenograph machine and laptop computer through the rental program available at LTC.

## Approval

LTC's Judicial Reporting program is certified by the National Court Reporters Association (NCRA).

## Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

## Entrance Assessment Scores

| Accuplacer            | ACT              |
|-----------------------|------------------|
| Arithmetic - 79       | Mathematics - 18 |
| Reading - 74          | Reading - 18     |
| Sentence Skills - 103 | English - 21     |

# Transfer agreements are available with the following institutions:

Capella University  
Concordia University  
Franklin University  
Herzing University  
Lakeland College—West Allis  
Ottawa University

Silver Lake College  
University of Phoenix  
Upper Iowa University  
UW-Green Bay  
UW-Oshkosh  
UW-Stout

IMPORTANT: For more information on these agreements, visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

## 10106104 Realtime Reporting 1

...prepares the learners 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 Lab is required.  
**CONDITION:** 101071 Broadcast Captioning or 101061 Judicial Reporting or 321071 Broadcast Captioning or 321061 Judicial Reporting

## 10106105 Realtime Reporting 2

...prepares the learner to write multi-syllabic words; punctuation and special symbols, short forms 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 110 wpm. Concurrent registration in Realtime Reporting II Lab is required.  
**PREREQUISITE:** 10106104 Realtime Reporting 1 and 10106804 Realtime Reporting 1 Lab

## 10106108 Realtime Reporting Speed Development

...further develops skills acquired in Realtime Reporting II on literary, jury charge, and testimony material beginning at 120 wpm. Scheduled during the summer term, students must pass two, 3-minute timings at a minimum speed of 110 words per minute.  
**PREREQUISITE:** 10106105 Realtime Reporting II

## 10106109 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. Concurrent registration in Literary 1 Lab - Advanced is required.  
**PREREQUISITE:** 10106113 Literary 1 – Beginner

## 10106111 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. Concurrent registration in Literary 2 Lab - Advanced is required.  
**PREREQUISITE:** 10106114 Literary 2 – Beginner

## 10106128 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. Concurrent registration in Jury Charge 1 Lab - Advanced is required.  
**PREREQUISITE:** 10106121 Jury Charge 1 – Beginner

## 10106129 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. Concurrent enrollment in Jury Charge 2 Lab - Advanced is required.  
**PREREQUISITE:** 10106122 Jury Charge 2 – Beginner

## 10106142 Judicial 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.

## 10106143 Judicial 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 Realtime Reporting Speed Development, 10106128 Jury Charge 1-Adv, 10106109 Literary 1-Adv, 10106156 Testimony 1-Adv and **COREQUISITES:** 10106129 Jury Charge 2-Adv, 10106111 Literary 2-Adv and 10106157 Testimony 2-Adv

## 10106144 Realtime Reporting Orientation

...prepares the student to use computer-assisted, real-time transcription software, Windows, e-mail, a stenographer machine, and a laptop in writing machine shorthand in court reporting and to complete and submit required coursework.  
**CONDITION:** 101071 Broadcast Captioning program requirements met or 101061 Judicial Reporting program requirements met

## 10106156 Testimony 1 - Advanced

...prepares the student to write 2-voice testimony 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. Concurrent registration in Testimony 1 Lab - Advanced is required.  
**PREREQUISITE:** 10106153 Testimony 1 – Beginner

## 10106157 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. Concurrent registration in Testimony 2 Lab - Advanced is required.  
**PREREQUISITE:** 10106154 Testimony 2 – Beginner

## 10106158 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.

## 10106159 Legal Terminology

...prepares the student with the ability to spell, pronounce, and define legal terms.

## 10106171 Medical Reporting and 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:** 10106156 Testimony 1 – Advanced

## 10106184 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.

## 10106804 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 I is required.  
**COREQUISITE:** 10106104 Real Time Reporting 1 and **CONDITION:** 101701 Broadcast Captioning or 101061 Judicial Reporting or 321701 Broadcast Captioning or 321061 Judicial Reporting

## 10106805 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 II is required.  
**COREQUISITE:** 10106105 Realtime Reporting II

## 10106809 Literary 1 Lab - Advanced

...expands the student's ability to write literary material dictated at a speed of 150 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.  
**COREQUISITE:** 10106109 Literary 1 – Advanced

## 10106811 Literary 2 Lab - Advanced

...expands the student's ability to write literary material at 180 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Literary 2 - Advanced is required.  
**COREQUISITE:** 10106111 Literary 2 – Advanced

## 10106828 Jury Charge 1 Lab - Advanced

...prepares the student to write jury charge material dictated at a speed of 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.  
**COREQUISITE:** 10106128 Jury Charge 1 – Advanced

## 10106829 Jury Charge 2 Lab - Advanced

...expands the student's ability to write jury charge material at 200 words per minute for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Jury Charge 2 - Advanced is required.  
**COREQUISITE:** 10106129 Jury Charge 2 – Advanced

## 10106857 Testimony 2 Lab - Advanced

...expands the student's ability to write 2-voice testimony at 225 words per minute and transcribe with 95 percent accuracy a minimum of three, 5-minute, 2-voice timings at 225 words per minute; complete a mock RPR Exam. Concurrent registration in Testimony 2 - Advanced is required.  
**COREQUISITE:** 10106157 Testimony 2 – Advanced

## 10106859 Testimony 1 Lab - Advanced

...expands the student's ability to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy.  
**COREQUISITE:** 10106156 Testimony 1 – Advanced

## 10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.  
**PREREQUISITE:** 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

## 10801196 Oral/Interpersonal Comm

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

## 10804123 Math w Business Apps

...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.  
**PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

## 10809122 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:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809196 Introduction to Sociology

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

## 10809198 Intro 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:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent