



Judicial Reporting (Court 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.

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
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
	Total	15.00
Term 2		
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 Introduction to Diversity Studies	3.00
10809196	Sociology - Introduction to	3.00
	Total	17.00
Term 3 (Summer)		
10106108	Realtime Reporting Speed Development Skillbuilding 1, 2, or 3 (optional)	2.00
	Total	2.00
Term 4		
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
	Total	16.00
Term 5		
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
	Total	15.00
	Program Total	65.00
Beginning Courses Required Prior to Advanced Courses		
10106121	Jury Charge 1 - Beginner	2.00
10106826	Jury Charge 1 Lab - Beginner	2.00
10106122	Jury Charge 2 - Beginner	2.00
10106827	Jury Charge 2 Lab - Beginner	2.00
10106113	Literary 1 - Beginner	2.00
10106808	Literary 1 Lab - Beginner	2.00
10106114	Literary 2 - Beginner	2.00
10106810	Literary 2 Lab - Beginner	2.00
10106153	Testimony 1 - Beginner	2.00
10106858	Testimony 1 Lab - Beginner	2.00
10106154	Testimony 2 - Beginner	2.00
10106855	Testimony 2 Lab - Beginner	2.00
Optional Credits		
10106161	Realtime Reporting Technology Advanced	2.00

About Shared Programs

LTC offers its Court Reporting program in cooperation with technical colleges across the state. As a Court 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 Court Reporting program with Fox Valley Technical College (FVTC) - Appleton, 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 court reporter. If you're an excellent listener, have strong language and communications skills, and are committed to accuracy and confidentiality, a career in court reporting may be a perfect fit for you.

Careers

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

Admissions Steps

- Submit Application and \$30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form
- Complete the Notification of Laptop/Steno Rental Requirement 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

- \$132 per credit (resident)
- \$198 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 Court 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:

Bellevue University
Capella University
Concordia University
Excelsior College
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.

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, 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 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 or Minimum of 130 WPM met

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 or Minimum of 160 WPM met

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 or Minimum of 130 WPM met

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 registration in Jury Charge 2 Lab - Advanced is required.
PREREQUISITE: 10106122 Jury Charge 2 - Beginner or Minimum of 180 WPM met

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 steno 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 or Minimum of 130 WPM met

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 or Minimum of 190 WPM met

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

...provides 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 I 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 accuplcer 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 accuplcer 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