

### ABOUT THE PROGRAM

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.

### 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.
- 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.

### ADMISSIONS STEPS

- Work with Admissions Specialist to:
  - Submit application and \$30 fee.
  - Complete an assessment for placement (Accuplacer or ACT).
  - Submit official transcripts (high school and other colleges).
  - Complete Notification of Laptop/Steno Rental Equipment form.
- Meet with program advisor/counselor to discuss program details.

### 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.) Visit [gotoltc.edu/payingforcollege](http://gotoltc.edu/payingforcollege) for details.

### PLACEMENT SCORES

Accuplacer/ACT scores will be used to develop your educational plan. Contact your program advisor/counselor for details.

### SPECIAL NOTE

- Students are required to rent a stenograph machine and laptop computer through the rental program available at LTC. LTC's Court Reporting program is certified by the National Court Reporters Association (NCRA).
- 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, 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.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

### CONTACT

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Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10170106	Realtime Reporting 1	5
10170144	Realtime Reporting Orientation	1
10170160	Legal Terminology	1
10170184	English for Realtime Reporters	1
10170804	Realtime Reporting 1 Lab	1
10801195	Written Communication OR 10801136 English Composition 1	3
10809198	Introduction to Psychology	3
<b>15</b>		
<b>Term 2</b>		
10170105	Realtime Reporting 2	5
10170159	Realtime Reporting Technology	2
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
10170805	Realtime Reporting 2 Lab	1
10809122	Introduction To American Government OR 10809172 Introduction to Diversity Studies	3
10809196	Introduction to Sociology	3
<b>17</b>		
<b>Term 3 (Summer)</b>		
10170108	Realtime Reporting Speed Development Skillbuilding 1, 2, or 3 (optional)	2
<b>2</b>		
<b>Term 4</b>		
10170109	Literary 1 - Advanced	2
10170128	Jury Charge 1 - Advanced	2
10170156	Testimony 1 - Advanced	3
10170809	Literary 1 Lab - Advanced	1
10170828	Jury Charge 1 Lab - Advanced	1
10170859	Testimony 1 Lab - Advanced	1
10809195	Economics OR 10809144 Macroeconomics	3
10804123	Math with Business Applications OR 10804107 College Mathematics OR 10806112 Principles of Sustainability	3
<b>16</b>		
<b>Term 5</b>		
10170145	Court Reporting Internship	1
10170111	Literary 2 - Advanced	2
10170129	Jury Charge 2 - Advanced	2
10170141	Court Reporting Procedures	2
10170157	Testimony 2 - Advanced	3
10170171	Medical Reporting & Terminology	2
10170811	Literary 2 Lab - Advanced	1
10170829	Jury Charge 2 Lab - Advanced	1
10170857	Testimony 2 Lab - Advanced	1
<b>15</b>		
<b>TOTAL 65</b>		
<b>OPTIONAL CREDITS</b>		
10170161	Realtime Reporting Technology Advanced	2
<b>BEGINNING COURSES REQUIRED PRIOR TO ADVANCED COURSES</b>		
10170121	Jury Charge 1 - Beginner	
10170122	Jury Charge 2 - Beginner	
10170113	Literary 1 - Beginner	
10170114	Literary 2 - Beginner	
10170153	Testimony 1 - Beginner	
10170154	Testimony 2 - Beginner	

Curriculum and Program Acceptance requirements are subject to change.  
Program start dates vary; check with your advisor/counselor for details.



**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. PREREQ: 10106108or10170108 Realtime Rptg Speed Dev, 10106128or10170128 Jury Chrg 1-Adv, 10106109or10170109 Lit 1-Adv, 10106156or10170156 Test 1-Adv & COREQ: 10106129or10170129 Jury Chrg 2-Adv, 10106111or10170111 Lit 2-Adv & 10106157or10170157 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.

**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 & Study Skills 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.

**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: 10838105 Intro Reading and Study Skills or equivalent

**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.

**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 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. Concurrent registration in Jury Charge 1 Lab - Advanced is required. PREREQUISITE: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or CONDITION: Minimum of 130 WPM met

**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: 10170128 Jury Charge 1 - Advanced or 10106128 Jury Charge 1 - Advanced

**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: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or CONDITION: Minimum of 180 WPM met

**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: 10170129 Jury Charge 2 - Advanced or 10106129 Jury Charge 2 - Advanced

**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 WPM 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: 10170113 Literary 1-Beginner or 10106113 Literary 1-Beginner or CONDITION: Minimum of 130 WPM met

**LITERARY 1 LAB - ADVANCED**...expands the student's ability to write literary material dictated at a speed of 150 WPM for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy. COREQUISITE: 10170109 Literary 1-Adv or 10106109 Literary 1-Adv

**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: 10170114 Literary 2 - Beginner or 10106114 Literary 2-Beginner or CONDITION: minimum of 160 WPM met

**LITERARY 2 LAB - ADVANCED**...expands the student's ability to write literary material at 180 WPM for 5 minutes and transcribe at least three timings with 95 percent accuracy. Concurrent registration in Literary 2- Advanced is required. COREQUISITE: 10170111 Literary 2-Advanced or 10106111 Literary 2-Advanced or 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. PREREQUISITE: 10834109 Pre-Algebra or equivalent and COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

**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: 10838105 Intro Reading and Study Skills or equivalent

**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: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirements 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 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 100 wpm. Concurrent registration in Realtime Reporting 2 Lab is required.

**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 requirements 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

**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.

**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. Concurrent registration in Testimony 1 Lab - Advanced is required. PREREQUISITE: 10170153 Testimony 1 - Beginner or 10106153 Testimony 1 - Beginner or CONDITION: or Minimum of 130 WPM met

**TESTIMONY 1 LAB - ADVANCED**...expands the student's ability to write 2-voice testimony at 160 WPM for 3 minutes and transcribe at least 3 timings with a minimum of 95 percent accuracy. COREQUISITE: 10170156 Testimony 1-Adv or 10106156 Testimony 1-Adv

**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: 10170154 Testimony 2 - Beginner or 10106154 Testimony 2 - Beginner or CONDITION: Minimum of 180 WPM

**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: 10170157 Testimony 2 - Advanced or 10106157 Testimony 2 - Advanced

**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 equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent