



**Program Code 10-106-1**

**Expected Program Costs: Contact Lakeshore Technical College**

**Median Annual Salary: \$43,000**

**OVERVIEW**

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, enjoy keyboarding, 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.

You'll need to hear, speak, see and use both hands to manipulate a computer keyboard and stenograph machine. Students are required to rent a stenograph machine and laptop computer through the rental program available at Lakeshore Technical College (LTC).

The Judicial Reporting program is certified by the National Court Reporters Association (NCRA).

Core program courses are offered via Instructional Television (ITV) hosted by Lakeshore Technical College and are supported by select classes available in the MSTC District.

The Judicial Reporting program is offered at the Stevens Point campus.

**PROGRAM OUTCOMES**

Employers will expect you, as a Judicial Reporting graduate, to be able to:

- Develop proficiency in machine shorthand using real time theory
- Develop a personal dictionary, read, translate and edit transcripts using CAT (computer-assisted transcription) software
- Produce salable transcripts on a real-time 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

**CAREER OPTIONS**

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

**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 Procedures and Judicial Reporting Internship must be taken within 18 months of graduation.

**ADMISSIONS PROCEDURES**

To apply to the Judicial Reporting program, please submit the following documents to Lakeshore Technical College:

1. Complete a WTCS application form and return it with the \$30 non-refundable application fee. Check is payable to LTC.
2. Complete the Accuplacer or ACT test. Minimum scores required:
  - Reading-Accuplacer score of 74
  - Sentence Skills-Accuplacer score of 103
  - Math-Accuplacer score of 79
  - ACT equivalents for above scores are acceptable.

If a student does not meet the required test scores, they may retest or complete an identified structured course(s) in the Academic Support Center.

- Written Communication, courses in mathematics and some science courses have placement requirements. Please refer to the course description section in the back of the catalog, listed under General Education, for course specific information.
3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.
  4. Program Advising Session.
  5. Notification of Laptop/Steno Rental Requirement form.
  6. Authorization to Release Confidential Information for Shared Programs form.
  7. Upon receipt of the above materials, you will be accepted to Lakeshore Technical College. LTC will then notify you of additional program requirements.

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**Lakeshore Technical College  
Admissions  
1290 North Avenue  
Cleveland, WI 53015-1414  
888.GO TO LTC • 888.468.6582**

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**Mid-State Technical College  
Admissions  
500 32nd Street North  
Wisconsin Rapids, WI 54494**

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**PROGRAM COURSE DESCRIPTION**

**10106104 // 5 credits**

**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 phases, 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 // 5 credits**

**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 // 2 credits**

**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 // 2 credits**

**Literary 1**

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 I Lab is required.

*Prerequisite: 10106108 Realtime Reporting Speed Development*

**10106111 // 2 credits**

**Literary II**

Expands the student's ability 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 II Lab is required.

*Prerequisite: 10106109 Literary I*

**10106128 // 2 credits**

**Jury Charge 1**

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 is required.

*Prerequisite 10106108 Realtime Reporting Speed Development*

**10106129 // 2 credits**

**Jury Charge 2**

Expands the student's ability to write jury charge material dictated at a minimum speed of 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 is required.

*Prerequisite: 10106128 Jury Charge 1*

**CURRICULUM**

Term		(15 credits)
10106104	Realtime Reporting 1	5
10106144	Realtime Reporting Orientation	1
10106159	Legal Terminology	1
10106184	English for Realtime Reporters	1
10106804	Realtime Reporting 1 Lab	1
10801195	Written Communication	3
10809198	Intro to Psychology	3

Term		(17 credits)
10106105	Realtime Reporting 2	5
10106158	Realtime Reporting Technology	2
10106805	Realtime Reporting 2 Lab	1
10801196	Oral/Interpersonal Communications -or-	
10801198	Speech	3
10809122	Intro to American Government -or-	
10809172	Race, Ethnic & Diversity Studies	3
10809196	Intro to Sociology	3

Term		(18 credits)
10106108	Realtime Reporting Speed Development	2
10106109	Literary 1	2
10106128	Jury Charge 1	2
10106156	Testimony 1	3
10106809	Literary 1 Lab	1
10106828	Jury Charge 1 Lab	1
10106859	Testimony 1 Lab	1
10804123	Math w/ Business Apps -or-	
10804107	College Mathematics -or-	
10806112	Principles of Sustainability	3
10809144	Macroeconomics -or-	
10809195	Economics	3

Term		(15 credits)
10106111	Literary 2	2
10106129	Jury Charge 2	2
10106142	Judicial Reporting Procedures	2
10106143	Judicial Reporting Internship	1
10106157	Testimony 2	3
10106171	Medical Reporting and Terminology	2
10106811	Literary 2 Lab	1
10106829	Jury Charge 2 Lab	1
10106857	Testimony 2 Lab	1

**Total Credits 65**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Degree completion time may vary based on student scheduling and course availability.
- For General Education course descriptions (800 level), see section marked under Course Descriptions.

# JUDICIAL REPORTING

## 10106142 // 2 credits

### 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 // 1 credit

### 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*, 10106109 *Literary 1*, 10106156 *Testimony 1* and *Corequisites:* 10106129 *Jury Charge 2*, 10106111 *Literary 2* and 10106157 *Testimony 2*

## 10106144 // 1 credit

### 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 // 3 credits

### Testimony 1

Prepares the student to write 2-voice testimony at 160 words per minute for 3 minutes and transcribe with a minimum of 95 percent accuracy. Concurrent registration in Testimony I Lab is required.

*Prerequisite:* 10106108 *Realtime Reporting Speed Development*

## 10106157 // 3 credits

### Testimony II

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 II lab is required.

*Prerequisite:* 10106156 *Testimony I*

## 10106158 // 2 credits

### 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 // 1 credit

### Legal Terminology

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

## 10106171 // 2 credits

### 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 I*

## 10106184 // 1 credit

### 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 // 1 credit

### Realtime Reporting 1 Lab

Prepares the learner to use machine shorthand to write consonants, vowels, numbers, multi-syllabic words, multiconsonant 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 // 1 credit

### Realtime Reporting 2 Lab

Expands the learner's ability to write multi-syllabic words; punctuation and special symbols, short forms and phrases, prefixes and suffices; 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 E:* 10106105 *Realtime Reporting II*

## 10106809 // 1 credit

### Literary 1 Lab

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 I*

## 10106811 // 1 credit

### Literary 2 Lab

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 II is required.

*Corequisite:* 10106111 *Literary II*

**10106828 // 1 credit**

**Jury Charge 1 Lab**

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 I*

**10106829 // 1 credit**

**Jury Charge 2 Lab**

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 II is required.

*Corequisite: 10106129 Jury Charge II*

**10106857 // 1 credit**

**Testimony 2 Lab**

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 II is required.

*Corequisite: 10106157 Testimony II*

**10106859 // 1 credit**

**Testimony 1 Lab**

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 I*