



court reporting

Associate in Applied Science (AAS) Program Code: 10-170-2 Total Credits: 60

Mid-State's Court Reporting program trains students to create word-for-word transcriptions at trials, depositions, and other legal proceedings. The program emphasizes speed, accuracy, and confidentiality. Core program courses are offered via video conference hosted by Lakeshore Technical College and are supported by select classes available in the Mid-State district. You'll need to hear, speak, see, and use both hands to manipulate a computer keyboard and stenograph machine. This program is certified by the National Court Reporters Association (NCRA).

Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit mstc.edu/advising.

CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
Form(s): _____
- Follow-Up Appointment:
Where: _____
When: _____
With: _____
- Official Transcripts
Mid-State Technical College
Attention CPL Coordinator
500 32nd Street North
Wisconsin Rapids, WI 54494
- Other: _____

mstc.edu
888.575.6782



MID-STATE
TECHNICAL COLLEGE

ADAMS CAMPUS
401 North Main
Adams, WI 53910

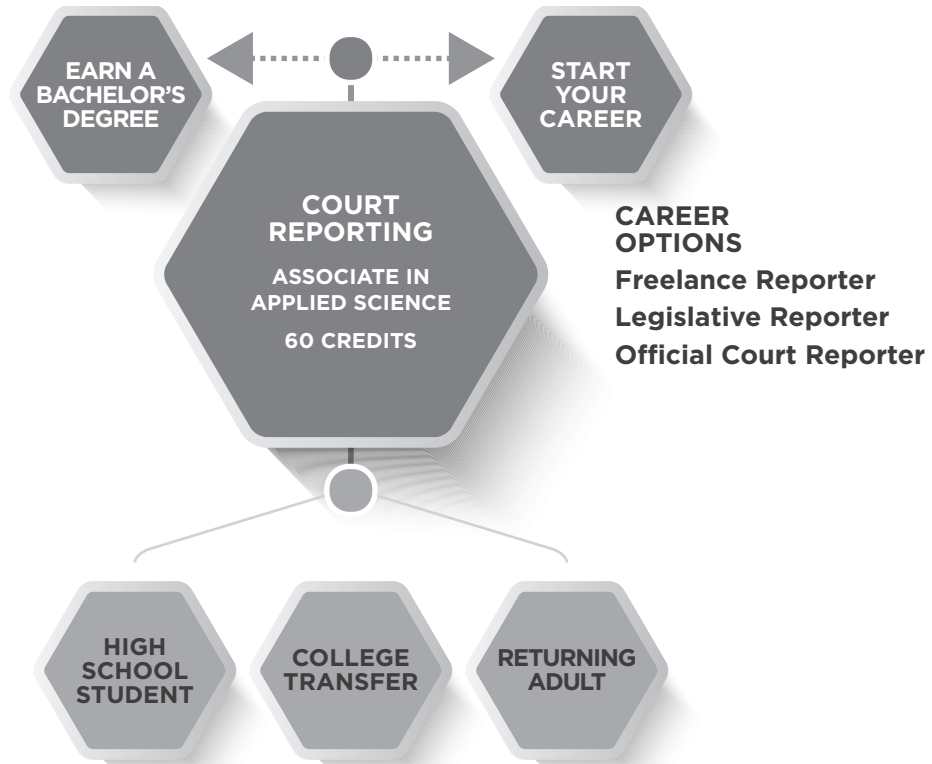
MARSHFIELD CAMPUS
2600 West 5th Street
Marshfield, WI 54449

STEVENS POINT CAMPUS
1001 Centerpoint Drive
Stevens Point, WI 54481

WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit mstc.edu/transfer.



College Credit • Dual Credit • Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.

**BEGIN AT ANY POINT
IN THE PATHWAY**

OTHER OPTIONS

RELATED PROGRAMS

- Corrections & Community Advocacy
- Criminal Justice-Law Enforcement 720 Academy
- Criminal Justice-Studies
- Emergency Medical Technician
- Emergency Services Management
- EMT-Paramedic
- Fire Protection Technician
- Paramedic Technician

PROGRAM OUTCOMES

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

- Utilize machine shorthand with a computer-aided transcription system to write the spoken word and produce a transcript.
- Perform as a real-time reporter with skills to obtain certification.
- Demonstrate knowledge of legal and medical concepts and terminology.
- Apply the NCRA Code of Professional Ethics and Certification Standards.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program.

GRADUATION REQUIREMENT

Three five-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.

NOTES:

ADMISSIONS PROCEDURES

To apply to the Court 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 55
 - Sentence Skills - Accuplacer score of 70
 - Arithmetic - Accuplacer score of 50
 - ACT equivalents for above scores are acceptable

You may take the Accuplacer again if you did not meet the required scores. Additional options, including coursework and tutoring, are also available to assist you. To learn about your options or schedule an Accuplacer test, contact the Student Services & Information Center on your Mid-State campus.

Written Communication, mathematics courses, and some science courses have placement requirements. Please refer to the course description section at the end of this guide 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.

Lakeshore Technical College • Admissions
1290 North Avenue, Cleveland, WI 53015-1414

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

STUDENT HANDBOOK

Visit mstc.edu/studenthandbook to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

GPS for Student Success

10890102 1 credit

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

Intro to College Reading

10838104 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

Intro to College Writing

10831103 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.

Pre-Algebra

10834109 3 credits

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

SAMPLE FULL-TIME CURRICULUM OPTION

Term		14 credits
10170106	Realtime Reporting 1	5
10170144	Realtime Reporting Orientation	1
10170160	Legal Terminology	1
10170804	Realtime Reporting 1 Lab	1
10801136	English Composition 1	3
10809198	Intro to Psychology	3

Term		12 credits
10170105	Realtime Reporting 2	5
10170159	Realtime Reporting Technology	2
10170805	Realtime Reporting 2 Lab	1
10170184	English for Realtime Reporters	1
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3

Term		6 credits
10170104	Broadcast Captioning Research Method	1
10170108	Realtime Reporting Speed Development	2
10809122	Intro to American Government -or-	
10809172	Introduction to Diversity Studies	3

Term		14 credits
10170109	Literary 1-Advanced	2
10170128	Jury Charge 1 - Advanced	2
10170156	Testimony 1 - Advanced	3
10170161	Realtime Reporting Technology Advanced	2
10170171	Medical Reporting and Terminology	2
10804107	College Mathematics -or-	
10806112	Principles of Sustainability	3

Term		14 credits
10170101	Captioning/CART	3
10170111	Literary 2-Advanced	2
10170129	Jury Charge 2-Advanced	2
10170141	Court Reporting Procedures	2
10170145	Court Reporting Internship	1
10170146	Four Voice	1
10170157	Testimony 2-Advanced	3

Total Credits 60

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/classfinder.

Captioning/CART

101701013 credits

Prepares 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 min non-stop, configure CART software, and analyze the contents of the CART provider's manual.

Prerequisite: 10170156 Testimony 1-Adv & 10170109 Literary 1-Adv

Corequisite: 10170157 Testimony 2-Adv

Broadcast Captioning Research Method

10170104 1 credit

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.

College Mathematics

108041073 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Court Reporting Internship

10170145 1 credit

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

Corequisite: 10106129 or 10170129 Jury Chrg 2-Adv, 10106111 or 10170111 Lit 2-Adv & 10106157 or 10170157 Test 2-Adv

Court Reporting Procedures

101701412 credits

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.

English Composition 1

108011363 credits

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 analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.

English for Realtime Reporters

10170184 1 credit

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

10170146 1 credit

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

Intro to American Government

10809122.....3 credits

Introduces American political processes and institutions. 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. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

course descriptions

Intro to Psychology

108091983 credits

This introductory course surveys 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.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Introduction to Diversity Studies

108091723 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Jury Charge 1-Advanced

101701282 credits

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.

Prerequisite: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or Condition: Minimum of 130 WPM met

Jury Charge 2-Advanced

101701292 credits

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.

Prerequisite: 10170122 Jury Charge 2 - Beginner or 10106122 Jury Charge 2 - Beginner or Condition: Minimum of 180 WPM met

Legal Terminology

101701601 credit

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

Literary 1-Advanced

101701092 credits

Prepares the learner to write literary material at 150 words per minute for three minutes, transcribe at least three timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts.

Prerequisite: 10170113 Literary 1-Beginner or 10106113 Literary 1-Beginner or Condition: Minimum of 130 WPM met

Literary 2-Advanced

101701112 credits

Prepares the learner to write literary material at 180 words per minute for five minutes, transcribe at least three timings with a minimum of 95 percent accuracy, write and read back current events dictation, and prepare salable transcripts.

Prerequisite: 10170114 Literary 2 - Beginner or 10106114 Literary 2 - Beginner or Condition: Minimum of 160 words per minute met

Medical Reporting and Terminology

101701712 credits

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 five minutes with a minimum of 95 percent accuracy. The student will research medical information, prepare salable transcripts, and submit timings.

Corequisite: 10170156 Testimony 1-Advanced or 10106156 Testimony 1-Advanced

Oral/Interpersonal Communication

108011963 credits

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Principles of Sustainability

108061123 credits

Prepares the student to develop sustainable literacy; analyze the interconnections among the physical and biological sciences and environmental systems; summarize the effects of sustainability on health and well-being; analyze connections among social, economic, and environmental systems; employ energy conservation strategies to reduce the use of fossil fuels; investigate alternative energy options; evaluate options to current waste disposal and recycling in the US; and analyze approaches used by your community to promote and implement sustainability.

Realtime Reporting 1

101701065 credits

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 I Lab is required.

Condition: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirements met

Realtime Reporting 2

101701055 credits

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, and 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 II Lab is required.

Prerequisite: 10170106 Realtime Reporting 1 or 10106104 Realtime Reporting 1 & 10170804 Realtime Reporting 1 Lab or 10106804 Realtime Reporting 1 Lab

Realtime Reporting 1 Lab

101708041 credit

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: 10170106 Realtime Reporting I or 10106104 Realtime Reporting 1 and Condition: 101701 Broadcast Captioning or 101702 Court Reporting or 101061 Judicial Reporting program requirement met

Realtime Reporting 2 Lab

101708051 credit

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, and 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: 10170105 Realtime Reporting II or 10106105 Realtime Reporting 2

Realtime Reporting Orientation

101701441 credit

Prepares the student to use computer-assisted, real-time transcription software, Windows, email, 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

101701082 credits

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

101701592 credits

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

101701612 credits

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.

Speech

108011983 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a “C” or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Testimony 1-Advanced

101701563 credits

Prepares the learner to write two-voice testimony material at 160 words per minute for three 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 2-Advanced

101701573 credits

Prepares the learner to write two-voice testimony material at 225 words per minute for five minutes and transcribe at least three 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