

### 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.

### CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

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

### ADMISSION TO DO'S

- Work with Career Coach to:
  - Submit application and \$30 fee.
  - Submit official transcripts (high school and other colleges).

### PROGRAM TO DO'S

- Work with Academic Advisor to:
  - Complete an assessment for placement (Accuplacer or ACT).
  - Complete Functional Abilities Statement of Understanding form.
  - Complete Notification of Laptop/Steno Rental Equipment form.
  - Meet to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete Program To Do's.

### APPROXIMATE COSTS

- \$132.20 per credit tuition (WI resident) plus \$7.27 per credit student activity fee. \$10 per credit online fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Career Coach about how to apply for aid.

### 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-Milwaukee campus.

### 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
- Court Reporting Internship of 40 hours must be taken within 18 months of graduation.

### CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10170106	Realtime Reporting 1	5
10170804	Realtime Reporting 1 Lab	1
10170144	Realtime Reporting Orientation	1
10170160	Legal Terminology	1
10801195	Written Communication OR 10801136 English Composition 1	3
10809198	Introduction to Psychology	3
<b>14</b>		
<b>Term 2</b>		
10170105	Realtime Reporting 2	5
10170805	Realtime Reporting 2 Lab	1
10170159	Realtime Reporting Technology	2
10170184	English for Realtime Reporters	1
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3
<b>12</b>		
<b>Term 3 (Summer)</b>		
10170108	Realtime Reporting Speed Development	2
10170104	Broadcast Captioning Research Methods	1
10809122	Introduction to American Government OR 10809172 Introduction to Diversity Studies Skillbuilding 1, 2, or 3 (Optional)	3
<b>6</b>		
<b>Term 4</b>		
10170109	Literary 1 - Advanced	2
10170128	Jury Charge 1 - Advanced	2
10170156	Testimony 1 - Advanced	3
10170171	Medical Reporting & Terminology	2
10170161	Realtime Reporting Technology Adv	2
10804123	Math with Business Applications OR 10804106 Intro to College Math OR 10806112 Principles of Sustainability	3
<b>14</b>		
<b>Term 5</b>		
10170145	Court Reporting Internship	1
10170111	Literary 2 - Advanced	2
10170129	Jury Charge 2 - Advanced	2
10170157	Testimony 2 - Advanced	3
10170146	Four Voice	1
10170141	Court Reporting Procedures	2
10170101	Captioning/CART	3
<b>14</b>		
		<b>TOTAL 60</b>

*Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2017-2018 rates and are subject to change prior to the start of the academic year.*



**BROADCAST CAPTIONING RESEARCH METHODS**...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.

**CAPTIONING/CART**...prepares the student to utilize realtime terminology and technology, follow guidelines in the CART providers manual, follow ADA regulations, describe CART provider and captioning requirements, write new punctuation and symbols, write a 30-minute news broadcast nonstop, finger-spell words, manage dictionaries, control caption spacing and placement, speaker ID's, write environmental sounds and descriptors, and write technical terms in various subjects. PREREQUISITE: 10170156 Testimony 1 - Advanced and 10170109 Literary 1 - Advanced

**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.

**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.

**FOUR VOICE**...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: 10170154 Testimony 2 - Beginner

**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 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

**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. PREREQUISITE: 10170121 Jury Charge 1 - Beginner or 10106121 Jury Charge 1 - Beginner or CONDITION: Minimum of 130 WPM met

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

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

**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. PREREQUISITE: 10170114 Literary 2 - Beginner or 10106114 Literary 2 - Beginner or CONDITION: minimum of 160 words per minute 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 or CONDITION: 610061 Agribusines/Agronomy Basic program admissions requirements met

**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. Student will research medical information, prepare salable transcripts, and submit timings. PREREQ: 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.

**REALTIME REPORTING TECHNOLOGY ADVANCED**...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.

**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 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

**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