

Judicial Reporting

Program Number: 10-106-1

Associate in Applied Science Degree

Business Technology Program Cluster

Center for Agriscience & Technologies

Program offered at Madison Campuses

For information call: (608) 246-6800 or
(800) 322-6282 Ext. 6800

About the Program

Judicial reporters record the testimony, charges, opinions, sentences or other proceedings in a court of law, or the proceedings of business and professional conventions by computerized machine shorthand. This work affords interesting mental activity and requires concentration, patience, poise and good health. Promptness and attention to detail are essential traits. It is a profession offering personal satisfaction, mental stimulation and monetary rewards. The program is approved by the National Court Reporters Association (NCRA).

The national average length of time for completion of the program is 33 months, according to NCRA.

Recommendations for Admission

Keyboarding speed, 50 wpm; English composition, grade of C.

Unique Requirements for Graduation

Graduation from the program requires the following machine shorthand writing speeds: two-voice, 225 wpm; four-voice and jury charge, 200 wpm; literary, 180 wpm (five-minute takes with 95 percent accuracy—three in each category). The 50-hour requirement for internship will consist of a minimum of 40 hours of actual writing time under the supervision of a qualified reporter.

Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2011-2012 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their degree progress report available through their student center account for specific graduation requirements. Program requirements are subject to change.

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-102-160	Business Law 1	3	3-0
10-106-143	Realtime Reporting 1*	5	1-8
10-801-195	Written Communication	3	3-0
10-809-199	Psychology of Human Relations	3	3-0
10-804-123	Math with Business Applications	3	3-0
Semester Total		17	

Second Semester		Credits	Hrs/week Lec-Lab
10-106-144	Realtime Reporting 2*	5	1-8
10-106-108	Proofreading/Editing	3	3-0
10-106-158	Judicial Reporting Terminology*	2	2-0
10-801-196	Oral/Interpersonal Communication	3	3-0
10-809-197	Contemporary American Society	3	3-0
Semester Total		16	

Summer Semester		Credits	Hrs/week Lec-Lab
10-106-154	Realtime Reporting Workshop*	3	2-2
Semester Total		3	

SECOND YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-106-130	Judicial Reporting Procedures* **	3	3-0
10-106-145	Judicial Reporting 1*	3	1-4
10-106-147	Legal/Technical Reporting 1*	3	1-4
10-106-153	CAT Systems*	3	2.5-2.5
10-501-101	Medical Terminology	3	3-0
10-809-172	Race, Ethnic and Diversity Studies	3	3-0
Semester Total		18	

Second Semester		Credits	Hrs/week Lec-Lab
10-106-146	Judicial Reporting 2*, **	3	1-4
10-106-148	Legal/Technical Reporting 2*	3	5-0
10-106-151	Judicial Reporting Internship*, **	3	0-12
10-809-195	Economics	3	3-0
	Elective	1	E
Semester Total		13	

*Courses offered only in semester shown.
**Judicial Reporting Procedures and Judicial Reporting Internship may be offered only every three years.

Note: Students are assessed for correct placement in English or mathematics courses based on their scores on the COMPASS test or on completion of the appropriate prerequisite(s). Additionally, there may be courses in other subject areas that may use COMPASS scores as prerequisites when reading, writing, math, or critical thinking competencies are required.



Program Courses

10-102-160 Business Law 1 3 credits

Introductory survey course covering legal principles used in the business world. Emphasizes contracts, sales, bailments, agency, employment, property law, torts, criminal law, marital property and bankruptcy. Federal, state and case law serve as the basis of study.

10-106-108 Proofreading/Editing 3 credits

Develop proofreading skills: punctuation, grammar, spelling and usage errors. Edit documents: appropriate content, conciseness, clarity, point of view.

10-106-130 Judicial Reporting Procedures 3 credits

Presents professional court and conference shorthand reporting procedures. Includes transcript production; daily copy reporting; using general and legal reference materials; legal citations; professional standards and ethics; technology, such as videotaped depositions and computer-assisted transcription (CAT); reporting depositions, commission hearings and business meetings; operating a freelance reporting business; resume preparation. Prerequisite: 10-106-154 and 160 wpm minimum writing speed material.

10-106-143 Realtime Reporting 1 5 credits

Prepares the learners to use machine shorthand (StenEd Computer Compatible Theory) 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.

10-106-144 Realtime Reporting 2 5 credits

Continuation of machine shorthand covering theory, keyboard, and phonetics necessary to write and read conflict-free computer shorthand. Introduces speedbuilding while focusing on accuracy in writing, transcribing, and readback of shorthand notes. Includes vocabulary development. Outside-of-class machine practice is required. Prerequisite: Minimum grade of C in 10-106-143.

10-106-145 Judicial Reporting 1 3 credits

Continues building speed and vocabulary, using material from courtroom proceedings and depositions, and includes medical dictation. Emphasis on writing two- and four-voice testimony. Speed attainment of 200 wpm is the goal. Prerequisite: 10-106-114 and 10-106-154 and a minimum writing speed of 100 wpm with 95 percent accuracy in real-time.

10-106-146 Judicial Reporting 2 3 credits

Objective of the course is to write 225 wpm for five minutes on unfamiliar material, including medical and technical dictation, with a minimum of 95 percent accuracy. Graduation from the program requires the following writing speeds: 2-voice, 225 wpm; 4-voice and jury charge, 200 wpm; and literary, 180 wpm (three 5-minute takes at 95 percent accuracy). Prerequisite: 10-106-145 and a minimum writing speed of 130 wpm with 95 percent accuracy in real-time.

10-106-147 Legal/Technical Reporting 1 3 credits

Specialized practice in writing and transcribing legal (jury charges, voir dire, expert witnesses and opening and closing statements) and technical (literary, congressional, scientific and medical) materials. Stresses fluent and accurate read backs. Prerequisite: Required entrance speed of 110 wpm on literary and jury charge material (five-minute takes with 95 percent accuracy).

10-106-148 Legal/Technical Reporting 2 3 credits

Develop advanced skills in writing and transcribing jury charge and literary materials. Continue medical dictation and transcription. Graduation writing speed requirements: Jury charge, 200 wpm; literary, 180 wpm (three 5-minute takes with 95 percent accuracy). Prerequisite: 10-106-147.

10-106-151 Judicial Reporting Internship 3 credits

Advanced students take dictation in court situations with the assistance and guidance of qualified reporters who evaluate the students' performance and work. Mock RPR and CRR tests are administered. Prerequisite: 10-106-145 and a minimum writing speed of 160 wpm.

10-106-153 CAT (Computer-Assisted Transcription) Systems 3 credits

Advanced course using Total Eclipse software from Advantage Software (software to translate, edit, and print transcripts). Students compile individual personal dictionaries for use upon graduation. Lecture/discussion groups center around topics of CAT management, real-time translation, and reporter technology.

10-106-154 Realtime Reporting Workshop 3 credits

Required during the summer prior to entering the third semester of the program. Brief forms and phrases are reviewed. Vocabulary development and speed building are emphasized. Live dictation daily for speed building and testing. Prerequisite: 10106144 Court Reporting 2 and minimum writing speed of 80 wpm with 95 percent accuracy in real-time. Required during the summer prior to entering the third semester of the program.

10-106-158 Judicial Reporting Terminology 2 credits

Covers the basic legal and Latin vocabulary necessary for successful transcription or captioning in the following subject areas: general legal terms, civil actions, criminal law, probate, real property, domestic relations, agency relationships, and bankruptcy. The correct spelling, pronunciation and definition of the terms are studied in addition to transcribing the terms from electronic stenowriter notes. Prerequisite: 10-106-143 or Realtime Reporting 1A and 1B.

10-501-101 Medical Terminology 3 credits

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis is on spelling, definitions and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology, is included.

Recommended Electives

10-106-155 Judicial Reporting Skillbuilding-Advanced 1 credit

One-credit elective course for students who have not completed NCRA graduation speed requirements. Consists entirely of live dictation at 200 wpm 4-voice testimony takes, 200-225 wpm 2-voice testimony takes, 180 wpm literary takes and 200 wpm jury charge takes. Practice from Stenograph and Merit testing programs.

Career Potential:

- CART Reporter
- Court and Conference Reporter
- Court Reporter
- Freelance Court Reporter
- Reporter
- Scopist
- Court Stenographer
- Realtime Reporter

With additional education and/or work experience, graduates may find employment as:

- Stenocaptionist

More detailed and updated information on this program may be available at: madisoncollege.org. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

Madison Area Technical College provides equal opportunity in education and employment.

Rev. 05/11