

# 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

### FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-102-160	Business Law 1	3	3-0
10-106-143	Realttime 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
<b>Semester Total</b>		<b>17</b>	

### Second Semester

10-106-144	Realttime 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
<b>Semester Total</b>		<b>16</b>	

### Summer Semester

10-106-154	Realttime Reporting Workshop*	3	2-2
<b>Semester Total</b>		<b>3</b>	

### SECOND YEAR

#### First Semester

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
<b>Semester Total</b>		<b>18</b>	

#### Second Semester

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	3	E
<b>Semester Total</b>		<b>15</b>	

\*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: 10-106-144.

**10-106-143 Realtime Reporting 1** 5 credits  
Basic introduction to machine shorthand, covering theory, keyboard and phonetics necessary to write and read conflict-free computer shorthand. Emphasis on learning brief forms, phrases, and fluent readback of steno notes.

**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. Emphasis on writing two- and four-voice testimony. Speed attainment of 200 wpm is the goal. Instruction in current local, national and international events and geography. Prerequisite: 10-106-144.

**10-106-146 Judicial Reporting 2** 3 credits  
Objective of the course is to write 225 wpm for five minutes on unfamiliar material 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; literary, 180 wpm (three 5-minute takes with 95 percent accuracy). Instruction in current local, national and international events and geography.

**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 a court situation with the assistance and guidance of a qualified reporter who evaluates performance and work. Placement requires attainment of 200 wpm writing speed in 2-voice testimony material. Mock RPR and CRR tests are administered. At the 160 wpm testimony level, students acquire 40 hours of writing time, along with two pages of transcription per hour of writing. Note: Placement requires a machine shorthand speed attainment of 180 wpm. The 40-hour internship will consist of a minimum of 40 hours of actual writing time under the supervision of a qualified reporter.

**10-106-153 CAT (Computer-Assisted Transcription) Systems** 3 credits  
Advanced course using Case CATalyst software to translate, edit and print transcripts. Students compile individual personal dictionaries for use upon graduation from the program. Lecture/discussion groups center around such topics as CAT management, realtime 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.

**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 stenewriter 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

10-102-161 Business Law 2 3 credits

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: [matcmadison.edu](http://matcmadison.edu). 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.*

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