

# Court Reporting

Program Number: 10-170-2

## Associate in Applied Science Degree

Business Technology Program Cluster

School of Business and Applied Arts

Program offered at Madison Campuses

For information call:

(608) 246-6003 or (800) 322-6282 Ext. 6003

## About the Program

Court Reporting is an I. T. profession with possibilities:

- Judicial Reporters serve the legal community in the courtroom, depositions, business meetings, and conferences;
- Broadcast Captioners are realtime reporters who provide captioning for live television broadcasts of news, sporting events, emergency broadcasts, and a host of others;
- CART (Communication Access Realtime Translation) Providers are realtime reporters who provide personalized services for the deaf and hard-of-hearing communities as well as people learning English as a second language;
- Webcasting and Internet Information Reporters capture business meetings in realtime via online services.

Our program is accredited through the National Court Reporters Association (NCRA).

## Admission Requirements

To review program admission requirements and application processing dates visit the program's website at:

<http://madisoncollege.edu/program-info/court-reporting>.

## Program Entrance Requirements

Orientation is mandatory for all new students. All new students must purchase or rent a realtime-ready student stenewriter before beginning class. Online students must purchase access to specialty software to use when writing realtime prior to starting the program.

## Unique Requirements for Graduation

Graduation from the program requires the following machine shorthand writing speeds: two-voice, 225 wpm; 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.

## Program Courses

**10-102-160 Business Law 1** 3 credits  
 This survey course covers legal principles used in the business world. Major emphasis is placed on contracts along with torts, federal and state courts, criminal law, marital property and bankruptcy and wills. The course is taught on a level suitable for an associate degree student. Federal, state and case law serve as the basis of study.

## Curriculum

The courses listed below outline the requirements for completion for students officially admitted in the 2015-2016 academic year. Requirements for completion may vary depending on the semester in which a student is admitted. Current/continuing students should consult their Academic Requirements report available through their student center account for specific requirements, as requirements are subject to change.

		Credits	Hrs/week Lec-Lab
<b>First Semester</b>			
10-102-160	Business Law 1.....	3	3-0
10-170-111	Court Reporting 1.....	4	2-4
10-170-121	CAT Class 1.....	1	1-0.5
10-170-131	English for Realtime Reporters 1.....	1	1-0.5
10-804-123	Math with Business Applications.....	3	3-0
	<b>Semester Total</b>	<b>12</b>	
<b>Second Semester</b>			
10-170-112	Court Reporting 2.....	4	2-4
10-170-122	CAT Class 2.....	1	1-0.5
10-170-132	English for Realtime Reporters 2.....	1	1-0.5
10-501-101	Medical Terminology.....	3	3-0
10-809-197	Contemporary American Society.....	3	3-0
	<b>Semester Total</b>	<b>12</b>	
<b>Third Semester (summer)</b>			
10-170-113	Court Reporting 3.....	4	2-4
10-809-172	Intro to Diversity Studies.....	3	3-0
	<b>Semester Total</b>	<b>7</b>	
<b>Fourth Semester</b>			
10-170-114	Court Reporting 4.....	4	2-4
10-170-124	CAT Class 4.....	1	0.5-1
10-170-134	English for Realtime Reporters 4.....	1	0.5-1
10-801-195	Written Communication.....	3	3-0
10-809-199	Psychology of Human Relations.....	3	3-0
	<b>Semester Total</b>	<b>12</b>	
<b>Fifth Semester</b>			
10-170-115	Court Reporting 5.....	4	2-4
10-170-125	CAT Class 5.....	1	0.5-1
10-170-135	English for Realtime Reporters 5.....	1	0.5-1
10-801-196	Oral/Interpersonal Communication.....	3	3-0
10-809-195	Economics.....	3	3-0
	<b>Semester Total</b>	<b>12</b>	
<b>Sixth Semester (summer)</b>			
10-170-116	Court Reporting 6.....	4	2-4
10-170-170	Court Reporting Procedures.....	3	3-0
10-170-171	Legal Terminology.....	2	2-0
10-170-172	Court Reporting Internship.....	3	0-12
	<b>Semester Total</b>	<b>12</b>	

**Note:**

- All 10-170 curriculum classes are stacked and open for enrollment every semester.
- 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 (continued)

**10-170-111 Court Reporting 1** 4 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. Co-requisites: 10-170-121, 10-170-131.

**10-170-112 Court Reporting 2** 4 credits

Continuation of machine shorthand covering theory, keyboard, and phonetics necessary to write and read conflict-free computer shorthand. Introduces speed building while focusing on accuracy in writing, transcribing, and readback of shorthand notes. Includes vocabulary development. Co-requisites: 10-170-112, 10-170-132.

**10-170-113 Court Reporting 3** 4 credits

Continuation of machine shorthand covering theory, keyboard, and phonetics necessary to write and read conflict-free computer shorthand. Introduces speed building while focusing on accuracy in writing, transcribing, and readback of shorthand notes. Includes vocabulary development. Prerequisite: 10-170-112.

**10-170-114 Court Reporting 4** 4 credits

Continuation of machine shorthand covering theory, keyboard, and phonetics necessary to write and read conflict-free computer shorthand. Introduces speed building while focusing on accuracy in writing, transcribing, and readback of shorthand notes. Includes vocabulary development. Prerequisite: 10-170-113; Co-requisites: 10-170-124, 10-170-134.

**10-170-115 Court Reporting 5** 4 credits

Continues speedbuilding and vocabulary expansion for writing and transcribing material from legal proceedings (testimony, jury charges, voir dire, expert witnesses, depositions, and opening/closing statements) and technical areas (testimony, literary, congressional, scientific, and medical). Stresses fluent and accurate readback. Prerequisite: 10-170-114; Co-requisites: 10-170-125, 10-170-135.

**10-170-116 Court Reporting 6** 4 credits

Continues speedbuilding and vocabulary expansion for writing and transcribing material from legal proceedings (testimony, jury charges, voir dire, expert witnesses, depositions, and opening/closing statements) and technical areas (testimony, literary, congressional, scientific, and medical). Stresses fluent and accurate readback. Prerequisite: 10-170-115; Co-requisites: 10-170-170, 10-170-171, 10-170-172.

**10-170-121 CAT Class 1** 1 credit

Technology course for Court Reporting program that focuses on computer basics and transcript production, dictionary management, realtime translation, and reporter technology utilizing Case CATalyst software from Stenograph, LLC. Co-requisites: 10170111, 10170131.

**10-170-122 CAT Class 2** 1 credit

Technology course for Court Reporting program that focuses on computer basics and transcript production, dictionary management, realtime translation, and reporter technology utilizing Case CATalyst software from Stenograph, LLC. Co-requisites: 10-170-112, 10-170-132.

**10-170-124 CAT Class 4** 1 credit

Technology course for Court Reporting program that focuses on computer basics and transcript production, dictionary management, realtime translation, and reporter technology utilizing Case CATalyst software from Stenograph, LLC. Prerequisite: 10-170-123; Co-requisites: 10-170-114, 10-17-134.

**10-170-125 CAT Class 5** 1 credit

Technology course for Court Reporting program that focuses on computer basics and transcript production, dictionary management, realtime translation, and reporter technology utilizing Case CATalyst software from Stenograph, LLC. Prerequisite: 10-170-124; Co-requisites: 10-170-115, 10-17-135.

**10-170-131 English for Realtime Reporters 1** 1 credit

Focuses on the rules of English grammar, spelling, punctuation, and capitalization, including vocabulary (word knowledge), through instruction and activities designed for students to develop spelling and vocabulary skills and demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects. Co-requisites: 10170111, 10170121.

**10-170-132 English for Realtime Reporters 2** 1 credit

Focuses on the rules of English grammar, spelling, punctuation, and capitalization, including vocabulary (word knowledge), through instruction and activities designed for students to develop spelling and vocabulary skills and demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects. Prerequisite: 10170111; Co-requisites: 10170112, 10170122.

**10-170-134 English for Realtime Reporters 4** 1 credit

Focuses on the rules of English grammar, spelling, punctuation, and capitalization, including vocabulary (word knowledge), through instruction and activities designed for students to develop spelling and vocabulary skills and demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects. Prerequisite: 10-170-132; Co-requisites: 10-170-114, 10-170-124.

**10-170-135 English for Realtime Reporters 5** 1 credit

Focuses on the rules of English grammar, spelling, punctuation, and capitalization, including vocabulary (word knowledge), through instruction and activities designed for students to develop spelling and vocabulary skills and demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects. Prerequisite: 10-170-134; Co-requisites: 10-170-115, 10-170-125.

**10-170-170 Court Reporting Procedures** 3 credits

Covers professional reporting procedures, including 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; reporting depositions, commission hearings and business meetings; operating a freelance reporting business; and resume preparation. Requires a minimum testimony writing speed of 180wpm. Prerequisites: 10-170-116, and a minimum testimony writing speed of 180 wpm.

**10-170-171 Legal Terminology** 2 credits

Focuses on legal terminologies customarily encountered in the judicial system in the following areas: civil law; criminal law; and discovery, trial, and appellate processes. Methods of researching legal citations are also emphasized. Co-requisite: 10-170-116

**10-170-172 Court Reporting Internship** 3 credits

The objective of the class is to gain experience and knowledge through observation of the working reporter in the judicial and educational environment. Students will also participate by writing in actual situations relating to the freelance, courtroom, and realtime environments. Mock RPR and CRR tests are administered and mock interviews conducted. Requires a minimum testimony writing speed of 180wpm. Co-requisite: 10-170-116, and a minimum writing speed of 180 wpm.

### 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.edu](http://madisoncollege.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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