

REALTIME REPORTING



Bachelor of Science Degree

The baccalaureate degree in Realtime Reporting is designed to meet the specified base of Judicial Reporting Program minimum standards as set out in the National Court Reporters Association Council on Approved Student Education's General Requirements and Minimum Standards.

This degree meets all requirements set forth in the Captioning and CART (Communication Access Realtime Translation) Standards Options for those concentrations in relation to machine shorthand, English, terminology, specified knowledge base, procedures, technology, current events, and internship. The Bachelor of Science Degree in Realtime Reporting is certified through the National Court Reporters Association.

Realtime Reporting is a non-traditional course of study in that it requires both academic classes and a performance-based outcome to qualify for graduation. The length of the program is determined by the individual's ability to complete academic courses and progress through speedbuilding levels, attaining the stated speed and accuracy levels listed in the program objectives. Graduates from the program should expect additional on-the-job training will be needed once they enter the workforce.

Program Objectives:

Upon successful completion of the program, the graduate will be able to:

1. write a realtime translation theory system.
2. read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects.
4. demonstrate an understanding and application of law and legal terminology.
5. demonstrate an understanding and application of anatomy and medical terminology.
6. assume the role of the realtime reporter through simulated trials and depositions in performing all required functions.
7. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
8. identify the appropriate reference sources used in transcript preparation.
9. produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system from the student's own stenographic notes, including all appropriate pages and components.
10. produce a five-page, first-pass transcript with a goal of 95 percent translation rate using a realtime system.
11. demonstrate knowledge of and application of realtime translation technology through systematic testing and/or projects.
12. demonstrate understanding of current events through quizzes and/or dictation.
13. build and maintain a realtime dictionary, as well as manage job dictionaries.
14. pass at 95 percent accuracy: three five-minute tests of two-voice testimony material dictated at 225 wpm; three five-minute tests of jury charge material at 200 wpm; and three five-minute tests of literary material at 180 wpm, all non-realtime tests.
15. transcribe a simulated RPR skills test within 3.75 hours.
16. achieve a QWERTY keyboarding speed of 65 wpm with five or fewer errors.

REALTIME REPORTING



Upon completion of the Broadcast Captioning Concentration, the graduate will be able to:

17. demonstrate knowledge of and the ability to perform the basic setup and maintenance of broadcast captioning equipment.
18. write three five-minute, literary broadcast material takes at 180 wpm (syllabic and/or word count) with a first-pass translation rate of 96 percent verbatim accuracy.
19. demonstrate knowledge of and be able to pass written exams in broadcast captioning history, Deaf culture, terminology related to the captioning environment, and broadcast news production functions.
20. demonstrate knowledge and understanding of professional ethics and Guidelines for Professional Practice for Captioners.
21. submit an unedited captioned translation of three 15-minute program segments on varied topics for course evaluation taken from the internship experience.
22. complete at least 25 verified hours of actual writing during the internship experience.

Upon completion of the CART Concentration, the graduate will be able to:

17. write three five-minute, 180 wpm realtime literary material takes (syllabic and/or word count) with a first-pass translation rate of 96 percent verbatim accuracy.
18. demonstrate knowledge of the current NCRA CART Provider's Manual.
19. demonstrate ability to set up equipment and provide realtime translation for maximum benefit of CART recipients.
20. demonstrate knowledge of realtime software and computer functions.
21. demonstrate knowledge of appropriate communication by various providers, including sign language interpreters, oral interpreters, C-print, and CART providers.
22. demonstrate knowledge of the current NCRA Guidelines for Professional Practice for CART Providers.
23. demonstrate knowledge of Deaf and hard-of-hearing culture and types of accommodations and basic skill in American Sign Language (ASL).
24. prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience.
25. complete 15 hours of research and dictionary preparation and 25 hours of writing, for a total of 40 hours internship experience.

Upon completion of the Judicial Reporting Concentration, the graduate will be able to:

17. prepare 40 pages of a complete and accurate transcript for course evaluation taken from the freelance, the official, or the realtime reporting internship.
18. complete at least 40 verified hours of actual writing time during the internship experience.
19. demonstrate specialized knowledge of freelance or official reporting.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.

Graduation Requirements:

Graduation requirements for each concentration are listed in the course descriptions. All Realtime Reporting students must have achieved a QWERTY keyboarding speed of 65 wpm with five or fewer errors to graduate. This must be documented by two tests. A grade of "C" or better must be achieved in all courses to be eligible to graduate. The department assessment process must be satisfactorily completed.

REALTIME REPORTING



Major:		Quarter Hours:
CIS115	Word Processing Applications	4
HI105	Medical Terminology	4
LEG100	Introduction to Law	4
PSY305	Psychology of Deaf People and Their Culture	4
RR114	Theory of Machine Shorthand I	4
RR115	Theory of Machine Shorthand II	4
RR116	Theory of Machine Shorthand III	4
RR125	English for Realtime Reporters	4
RR206	Computer Transcription and Technology	4
RR220	Realtime Reporting Machine Shorthand I (60/80)	4
RR240	Realtime Reporting Machine Shorthand II (100)	4
RR260	Realtime Reporting Machine Shorthand III (120)	4
RR280	Realtime Reporting Machine Shorthand IV (140)	4
RR290	Judicial Reporting Procedures	4
RR310	Realtime Reporting Machine Shorthand V (160)	4
RR315	Medical Dictation	4
RR320	Internet Research Techniques for Realtime Reporters	4
RR330	Realtime Applications for CART/Captioning	4
RR340	Dictionary Development and Management	4
RR355	Realtime Reporting Machine Shorthand VI (180 wpm)	4
RR370	Realtime Reporting Machine Shorthand VII (200 wpm)	4
RR380	Realtime Reporting Machine Shorthand VIII (225 wpm)	4
Total Hours		88

General Education:		Quarter Hours:
AH121	Human Anatomy and Disease for Realtime Reporters	4
CIS114	Computer Usage and Software Applications	4
ENG116	Composition	4
ENG117	Advanced Composition	4
GEO140	World Regional Geography	4
HUM110	Human Potential	4
HUM201	Professional Development	4
MAT140	College Algebra	4
PSC110	Introduction to American Government	4
PSY140	Introduction to Psychology	4
	-or-	4
SOC100	Introduction to Sociology	4
Total Hours		40

General Education Electives:		Quarter Hours:
Humanities: Choose one HUM or one ENG		4
Life Science with lab		4
-or-		6
Physical Science with lab		4
Social/Behavioral Sciences: Choose one HIS		4
Total Hours		14

Upper-Division Electives:		Quarter Hours:
Upper-Division Electives		12
Electives must include general education or support knowledge of business.		
Total Hours		12
Total Hours Before Concentration		154

REALTIME REPORTING



Choose one of the following:

Broadcast Captioning Concentration: A broadcast captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of broadcasts utilizing realtime translation.

Broadcast Captioning Concentration:		Quarter Hours:
BC345	Broadcast Captioning Technology	4
BC360	Introduction to Broadcast Captioning	4
BC375	Broadcast Captioning 180 Literary	4
BC430	Broadcast Captioning I – News	4
BC440	Broadcast Captioning II – Sports	4
BC450	Broadcast Captioning Internship	4
RR350	Realtime Reporting 140 Literary	4
RR365	Realtime Reporting 160 Literary	4
Total Hours		32

CART Reporting Concentration: A CART reporter (provider) possesses the knowledge, skill, and ability to produce complete, accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation in order to assist individuals who are deaf and hard of hearing as required by the ADA (Americans with Disabilities Act), at secondary, college, and university levels, and in other settings.

CART Reporting Concentration:		Quarter Hours:
ASL100	Introduction to American Sign Language	4
CT345	CART Technology	4
CT360	Introduction to CART Reporting	4
CT375	CART Reporting 180 Literary	4
CT400	CART Reporting Practicum	4
CT450	CART Reporting Internship	4
RR350	Realtime Reporting 140 Literary	4
RR365	Realtime Reporting 160 Literary	4
Total Hours		32

Judicial Reporting Concentration: A judicial reporter possesses the knowledge, skill, and ability to produce a verbatim record of judicial proceedings and a basic knowledge of reporter-related terminology and technology. A judicial reporter is employed in an official judicial setting both in the courts and in various freelance judicial settings involving depositions.

Judicial Reporting Concentration:		Quarter Hours:
LEG123	Legal Word Processing and Terminology	4
RR312	Judicial Reporting Practicum	4
RR316	Freelance Reporting Procedures	4
	-or-	4
RR317	Official Reporting Procedures	4
RR360	Realtime Reporting Question and Answer (180 wpm)	4
RR390	Multi-Voice Speaker Designation for Judicial Reporting	4
RR420	Realtime Reporting Question and Answer (200 wpm)	4
RR445	Realtime Reporting Question and Answer (225 wpm)	4
RR450	Realtime Reporting Internship	4
Total Hours		32

Total Hours Required for Degree **186**



REALTIME REPORTING

BACHELOR OF SCIENCE

ED Gainful Employment Disclosure

Award Year	2015 - 2016
OPEID #	004568
CIP CODE	22.0303
Credential Level	03 Bachelor Degree
Normal Time to Complete	4 years
Programmatic Accreditation ⁸	N/A
Licensure Requirements ⁸	N/A

Occupations Related to this Program

Job Title:	SOC Code:
Court Reporters	23-2091.00
Proofreaders and Copy Markers	43-9081.00
Word Processors and Typists	43-9022.00

On-Time Completion*

Graduates who completed their program on-time	not reported
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Job Placement Rate and Earnings*

Job seeking graduates employed in their field of study ⁷	not reported
Program accreditation placement rate ⁸	N/A
Typical graduate earnings ⁵	not reported

Estimated Program Costs**

Tuition and fees	\$63,673
Books and supplies	\$5,375
Off-campus room and board	\$53,784
Other Costs	\$700

Median Loan Debt*

Loan participation ²	60%
Typical graduate debt ³	not reported
Typical monthly payment ⁴	not reported

*Fewer than 10 students enrolled in this program. On-time completion, job placement rate, and median loan debt numbers may have been withheld to preserve the confidentiality of the students.

**The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Footnotes:

- The share of students who completed the program within 100% of normal time (4 years).
- The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
- The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
- The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
- The median earnings of program graduates who received Federal aid.
- Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
- State Job Placement Rate:
 - Name of the state this placement rate is calculated for: *Illinois*
 - Follow the link below to find out who is included in the calculation of this rate: <http://www.midstate.edu/programs/disclosures/information/placement.pdf>
 - What types of jobs were these students placed in? *Jobs within the field*
 - Positions that recent completers were hired for include: *N/A*
 - When were the former students employed? *Within one year of completion*
 - How were completers tracked? *Graduate Career Services Exit Application & Individualized Career Assistance*
- Accreditor Job Placement Rate: *N/A*

I have read and acknowledge the information contained within this disclosure. Today's Date: _____