

REALTIME REPORTING



Bachelor of Science Degree

The baccalaureate degree in Realtime Reporting is designed to meet the requirements as set forth in the National Court Reporters Association Council on Approved Student Education's General Requirements and Minimum Standards.

This degree meets all judicial reporting requirements and includes terminology, specified knowledge base, procedures, technology, current events, and internship. The Bachelor of Science Degree in Realtime Reporting is approved 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.
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.

REALTIME 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.

Major:	Quarter Hours:
CIS115 Word Processing Applications	4
HI105 Medical Terminology	4
LEG100 Introduction to Law	4
LEG123 Legal Word Processing and Terminology	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
RR312 Judicial Reporting Practicum	4
RR315 Medical Dictation	4
RR316 Freelance Reporting Procedures	4
-or-	4
RR317 Official Reporting Procedures	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
RR360 Realtime Reporting Question and Answer (180 wpm)	4
RR370 Realtime Reporting Machine Shorthand VII (200 wpm)	4
RR380 Realtime Reporting Machine Shorthand VIII (225 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	120

REALTIME REPORTING



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	
	-or-	6
	Physical Science with lab	
	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 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 ⁹	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
---	--------------

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:

1. The share of students who completed the program within 100% of normal time (4 years).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some states require students to graduate from a state approved program in order to obtain a license to practice a profession in those states.
7. 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*
8. Accreditor Job Placement Rate: *N/A*

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

Student Name (please print): _____ Student Signature: _____