

COURT REPORTING TECHNOLOGIES, SHORT-TERM CERTIFICATE



A student receiving the Short-Term Certificate can work as a scopist or transcriptionist for a court reporting firm, doctor's office, or as an independent contractor utilizing either steno or voice writing technology.

This program is available to be completed 100% online.

Program contact: Learn more

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree.

Program Admissions Requirements

- High School Diploma/GED
- ENG-0995 Applied College Literacies or appropriate score on English Placement Test.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Adhere to ethical standards and requirements while completing work in a timely manner.
2. Utilize appropriate reference materials (medical dictionaries, PDR, Internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.
3. Work independently and apply business procedures to maintain a freelance practice.
4. Utilize CAT software and knowledge of stenotype to produce transcripts and write at a minimum speed of 140 wpm with 95% accuracy.

Students interested in steno technology should take C&CR-1000, C&CR-1300, 1331, 1335, & 1341. Students interested in voicewriting technology should take C&CR-1101, C&CR-1200, C&CR-1210, and C&CR-1220.

Suggested Semester Sequence

First Semester		Credit Hours
CCR-1350	Legal Terminology	3
Select one of the following:		1
CCR-1000	Introduction to Stenographic Court Reporting	
CCR-1101	Introduction to Voice Writing	
Select one of the following:		4
CCR-1300	Realtime Theory I	
CCR-1200 & CCR-1210	Voicewriting I and Voicewriting II	
Credit Hours		8
Second Semester		Credit Hours
CCR-2351	Editing Legal Documents	3
Select one of the following:		4
CCR-1331 & CCR-1335	Realtime Theory II and Realtime Theory III	
CCR-1220	Voicewriting III	
Credit Hours		7
Summer Session		Credit Hours
CCR-1451	Speedbuilding and Transcription at 140 WPM	3
CCR-1601	Court Reporting Technology	4
CCR-2200	Medical Terminology for Captioning and Court Reporting	3
Credit Hours		10
Third Semester		Credit Hours
CCR-1341	Realtime Theory IV	2
Credit Hours		2
Total Credit Hours		27

¹ Consecutive eight week course.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.