

DIGITAL REPORTING AND TRANSCRIPTION, SHORT-TERM CERTIFICATE



The Short-Term Certificate in Digital Reporting and Transcription will prepare students to work in the legal field as a digital reporter, utilizing software that works with microphones and recording equipment to capture the speech of individuals involved in trials, hearings, depositions, arbitrations, and other legal proceedings. The program will also prepare students to create the official transcript of court proceedings, based on a digital recording. Students completing this program will be prepared to sit for the American Association of Electronic Reporters and Transcribers certifications in Certified Electronic Transcriber and Certified Electronic Reporter.

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

- ENG-0995 Applied College Literacies or appropriate score on English Placement Test to enroll in ENG-1010 College Composition I.
1. Capture and preserve the verbatim record by recording court and other legal proceedings with an analog or digital system while taking simultaneous annotations to identify important case events such as identifying speakers, unusual jargon, proper nouns, and key terms.
 2. Prepare and format a verbatim transcript, including correct speaker identifications and specialized vocabulary, from electronic audio recordings in accordance with industry standards.
 3. Utilize appropriate reference materials (medical dictionaries, Pre-Disposition Report (PDR), Internet) and employ language skills (punctuation, spelling, rules of grammar) in the production of transcribed materials.
 4. Apply appropriate courtroom procedures, ethical standards, and confidentiality requirements to professional work.
 5. Maintain a professional appearance and demeanor in a legal setting while adhering to ethical standards and requirements and completing work in a timely manner.
 6. Be prepared to sit for the American Association of Electronic Reporters and Transcribers Certifications in Digital Reporter and Transcriptionist.

First Semester		Credit Hours
CCR-1150	Introduction to Digital Reporting and Transcription	1
CCR-1350	Legal Terminology	3
CCR-1360	Court Procedures	3
CCR-1551	Research and Transcript Preparation	3
CCR-2351	Editing Legal Documents	3
Credit Hours		13
Second Semester		Credit Hours
CCR-1470	Transcript Production for Court Reporting and Captioning	3
CCR-2361	Proofreading Skill Development	3
CCR-2740	Digital Reporting Technology	4
CCR-2750	Annotation for Digital Reporting	2
Credit Hours		12
Total Credit Hours		25

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.