![The University of Tennessee Chattanooga - Center for Professional Education logo]

Digital Court Reporting with Legal Transcription
6-Month Course | Enroll Anytime

1. **Digital Court Reporter**
   A. The Legal System
      i. Court System
      ii. Laws
      iii. Life Cycle of a Case
      iv. Proceedings
      v. Types of Court Reporters
   B. Terminology
      i. Historic Terminology
      ii. Legal Terminology
      iii. Medical Terminology
      iv. Business Terminology
   C. Hardware
      i. Sound
      ii. Audio Equipment
      iii. Additional Equipment
   D. Your Software and Annotations
      i. Software
      ii. Annotations
      iii. Annotation Practice
   E. On the Job and On the Record
      i. Before the Proceeding
      ii. During the Proceeding
      iii. After the Proceeding
      iv. Working with a Legal Videographer
   F. Court Work and Large Proceedings
      i. Intro to Courtroom Proceedings
      ii. Types of Court Proceedings
      iii. Court Annotations
      iv. Large Proceedings
   G. Professionalism in the Legal System

      i.   Professionalism and Decorum
     ii.   Ethics
    iii.   Maintain Confidentiality
  H.   Course Wrap up
      i.   The Transcript
     ii.   AAERT Certification Information
    iii.   Final Test

2. Legal Transcription
  A.   Transcriptionist Software Setup
  B.   English Language
      i.   Parts of Speech
     ii.   Confusing Words
    iii.   Spelling Rules
    iv.   International English
  C.   Terminology
      i.   Historic Terminology
     ii.   Legal Terminology
    iii.   Medical Terminology
    iv.   Business Terminology
  D.   Grammar and Punctuation
      i.   Capitalization
     ii.   Numbers
    iii.   Introduction to Punctuation
    iv.   Sentence Punctuation
     v.   More Punctuation and Formatting
  E.   Building the Transcript
      i.   Annotations from Reporter
     ii.   Transcript Formatting
    iii.   Proofreading Assignments
    iv.   Researching
     v.   Transcription Assignments
  F.   Transcription Assignments & Working Environment
      i.   Working Environment
     ii.   Transcription Assignments
  G.   Transcription Assignments & Course Wrap Up
      i.   Transcription Assignments
     ii.   Certification
    iii.   Final