

Certificate of Achievement in Court Reporting, Proofreading

CERTIFICATE

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market. The Proofreading Certificate is the first in the series of stackable certificates and it will prepare students for successful completion of the CSR exam and progress towards the A.S. Degree in Court Reporting. The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

PROGRAM REQUIREMENTS

Certificate of Achievement in Court Reporting, Proofreading (Total 12)

Complete all of the following

[COUR110A - Theory of Machine Shorthand 6](#)

[COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1](#)

[COUR168A - Spelling and Vocabulary for the Court Reporter 1](#)

[COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2](#)

[MEDA165 - Medical Terminology I 2](#)

PROGRAM LEARNING OUTCOMES

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.

Certificate of Achievement in Court Reporting, Scopist

CERTIFICATE

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market. The Scopist Certificate is the second in the series of stackable certificates that will prepare students for successful completion of the CSR-Ready exam and the A.S. Degree in Court Reporting. The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

PROGRAM REQUIREMENTS

Certificate of Achievement in Court Reporting, Scopist (Total 26)

Complete all of the following

required courses (Total 26)

Complete all of the following

[COUR110A - Theory of Machine Shorthand 6](#)

[COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1](#)

[COUR168A - Spelling and Vocabulary for the Court Reporter 1](#)

[COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2](#)

[MEDA165 - Medical Terminology I 2](#)

[COUR110B - Theory of Machine Shorthand II 4](#)

[COUR100 - Skill Development I 2](#)

[COUR166 - Legal Terminology and CSR Law 2](#)

[COUR169A - Computer-Aided Transcription 2](#)

[MEDA166 - Medical Terminology II 2](#)

[COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2](#)

PROGRAM LEARNING OUTCOMES

- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.
- Demonstrate proficiency using court reporting software to generate court and deposition transcripts.

Certificate of Achievement in Court Reporting, Communication Access Realtime Translation (C.A.R.T.)

CERTIFICATE

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market. The C.A.R.T. Certificate is the third in the series of stackable certificates and will prepare students for successful completion of the CSR exam. The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

PROGRAM REQUIREMENTS

Certificate of Achievement Communication Access Realtime Translation/C.A.R.T, Court Reporting (C.A.R.T.) (Total 43.5 - 45.5)

Complete all of the following

required courses (Total 41.5)

Complete all of the following

COUR110A - Theory of Machine Shorthand 6

COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1

COUR168A - Spelling and Vocabulary for the Court Reporter 1

COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2

MEDA165 - Medical Terminology I 2

COUR110B - Theory of Machine Shorthand II 4

COUR100 - Skill Development I 2

COUR166 - Legal Terminology and CSR Law 2

MEDA166 - Medical Terminology II 2

COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2

COUR120 - Skill Development II 4

COUR140 - Skill Development III 4

COUR160 - Skill Development IV 4

COUR180 - Skill Development V 4

WE297B - Work Experience Seminar: Applying Worksite Skills 1.5

Computer Aided Transcription Option (Total 2 - 4)

Complete at least one of the following rules

COUR169B - Computer-Aided Transcription II 2

COUR169A - Computer-Aided Transcription 2

PROGRAM LEARNING OUTCOMES

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition court reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.

Certificate of Achievement in Court Reporting, CSR-Ready

CERTIFICATE

The Court Reporting Program at College of Marin offers four stackable certificates designed for students interested in acquiring the skills necessary to secure employment as a verbatim reporter in our courts of law, pre-trial depositions, senate and congressional hearings, closed captioning and educational captioning. Completion of the requirements for the Associate of Science degree for Court Reporting prepares students for transfer to a California State University, a University of California, or a university of their choice to pursue a baccalaureate degree of their choice or to enter the job market. The CSR-Ready Certificate is the fourth in the series of stackable certificates and it will prepare students for successful completion of the CSR exam. The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. For information concerning the minimum requirements that a Court Reporting Program must meet in order to be recognized, contact The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Phone: 916-263-3660

PROGRAM REQUIREMENTS

Certificate of Achievement CSR-Ready, Court Reporting (Total 52.5 - 54.5)

Complete all of the following

- [COUR110A - Theory of Machine Shorthand 6](#)
- [COUR167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter 1](#)
- [COUR168A - Spelling and Vocabulary for the Court Reporter 1](#)
- [COUR168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II 2](#)
- [MEDA165 - Medical Terminology I 2](#)
- [COUR166 - Legal Terminology and CSR Law 2](#)
- [MEDA166 - Medical Terminology II 2](#)
- [COUR110B - Theory of Machine Shorthand II 4](#)
- [COUR100 - Skill Development I 2](#)
- [COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I 2](#)
- [COUR120 - Skill Development II 4](#)
- [COUR140 - Skill Development III 4](#)
- [COUR160 - Skill Development IV 4](#)
- [COUR180 - Skill Development V 4](#)
- [WE297B - Work Experience Seminar: Applying Worksite Skills 1.5](#)
- [COUR200 - Skill Development VI 4](#)
- [COUR220 - Skill Development VII 4](#)
- [COUR283 - CSR/RPR Written Exam Preparation 1](#)

Computer-aided Transcription option (Total 2 - 4)

Complete at least one of the following rules

- [COUR169A - Computer-Aided Transcription 2](#)
- [COUR169B - Computer-Aided Transcription II 2](#)

PROGRAM LEARNING OUTCOMES

- Appropriately and professionally apply the court reporting process in the workplace.
- Demonstrate proficiency in basic English, grammar and punctuation, as well as legal terminology, court structure, basic legal procedures, basic civil law, basic criminal law, official court reporting procedures, deposition reporting procedures, and court reporting ethics.
- Demonstrate proficiency in basic medical terminology, including terms relating to anatomy, physiology, and pharmaceutical drugs.