

COLLEGE OF
MARIN

Court Reporting



The Court Reporting Program is designed for students interested in acquiring the skill necessary to secure employment as a verbatim reporter in our courts of law and legal and business offices.

Job Opportunities

WHAT JOBS ARE AVAILABLE IN THIS FIELD?	HOW MUCH DO THEY EARN?	HOW MANY PEOPLE CURRENTLY WORK IN THIS POSITION IN THE AREA?	HOW MANY NEW JOBS WILL OPEN BY 2022 IN THE AREA?	GROWTH INDICATOR
Court Reporter*	\$57,782-\$75,129 yearly	171	3	▲ Positive
Medical Transcriptionist*	\$34,299-\$53,185 yearly	274	20	▲ Positive

Court Reporters use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.

Medical Transcriptionists transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

To explore these professions in more detail or find out about other growing professions, visit onetonline.org. College of Marin Career and Technical Education department can be contacted at (415) 457-8811 x8200 for more information about this and other Workforce and Career Technical Education programs.

* Labor data and potential median income sourced from Economic Modeling Specialists International (www.economicmodeling.com) and includes the North Bay Region and San Francisco County. For more information about graduation rates, median debt of students who have completed the program, and other important information, visit our website at <http://www1.marin.edu/gainful-employment>

Program

CERTIFICATE PROGRAM LENGTH	ESTIMATED TUITION AND FEES*	ESTIMATED BOOKS AND SUPPLIES*
Legal Transcription Technology, 4 Semesters, 40 Units	\$2056	\$1400
Certified Shorthand Reporter, 3 Semesters, 27 Units	\$1404	\$800

* These expenses may not reflect your actual cost to attend College of Marin. For information about opportunities for financial aid, please contact Enrollment Services at (415) 457-8811 Ext. 8822 or via email admissions@marin.edu

Projected Full-time course rotation for Legal Transcription Technology

CLASS TITLE	COMPLETED	COURSE #	COURSE UNITS	SEMESTER OFFERED	DAYS OFFERED	TIME OF CLASS	REQUIRED FOR CERTIFICATE OR ASSOCIATE DEGREE ¹
SEMESTER 1			(12)				
Theory of Machine Shorthand	<input type="checkbox"/>	COUR 110	8	Fall	M-R	Morning	X
Procedures and Ethics for the Court/Deposition Reporter	<input type="checkbox"/>	COUR 167	1	Fall	T	Afternoon	X
Spelling and Vocabulary for the Court Reporter	<input type="checkbox"/>	COUR 168A	1	Fall, Spring	Online	Online	X
Medical Terminology I	<input type="checkbox"/>	MEDA 165	2	Fall, Spring	M,W	Morning	X
SEMESTER 2			(12)				
Skill Development I	<input type="checkbox"/>	COUR 112	4	Spring	M-R	Morning	X
Skill Development II	<input type="checkbox"/>	COUR 120	4	Fall, Spring	M-R	Morning, Afternoon	X
Legal Terminology and CSR Law	<input type="checkbox"/>	COUR 166	2	Spring	Online	Online	X
Computer-Aided Transcription	<input type="checkbox"/>	COUR 169A	2	Spring	T,R	Afternoon	X
SEMESTER 3			(12)				
Skill Development III	<input type="checkbox"/>	COUR 140	4	Fall, Spring	M-R	Morning, Afternoon	X
Skill Development IV	<input type="checkbox"/>	COUR 160	4	Fall, Spring	M-R	Morning, Afternoon	X
Grammar/Punctuation/Proofreading I	<input type="checkbox"/>	COUR 168B	2	Fall, Spring	Online	Online	X
Transcript Preparation/Formatting	<input type="checkbox"/>	COUR 169B	2	Fall	T,W	Afternoon	X
SEMESTER 4			(4)				
Grammar/Punctuation/Proofreading II	<input type="checkbox"/>	COUR 168C	2	Fall, Spring	Online	Online	X
Medical Terminology II	<input type="checkbox"/>	MEDA 166	2	Fall, Spring	T	Afternoon	X
TOTAL			40				

¹Associates Degree requires completion of additional general education coursework. Please refer to the course catalog or consult your counselor for requirements.
Projected Full-time course rotation for Certified Shorthand Reporter*

CLASS TITLE	COMPLETED	COURSE #	COURSE UNITS	SEMESTER OFFERED	DAYS OFFERED	TIME OF CLASS	REQUIRED FOR CERTIFICATE OR ASSOCIATE DEGREE ¹
SEMESTER 1			(8)				
Skill Development V	<input type="checkbox"/>	COUR 180	4	Fall, Spring	M-R	Morning, Afternoon	X
Skill Development VI	<input type="checkbox"/>	COUR 200	4	Fall, Spring	M-R	Morning, Afternoon	X
SEMESTER 2			(10)				
Skill Development VII-A	<input type="checkbox"/>	COUR 220A	4	Fall, Spring	M-R	Morning, Afternoon	X
Skill Development VII-B	<input type="checkbox"/>	COUR 220B	4	Fall, Spring	M-R	Morning, Afternoon	X
Occupational Work Experience	<input type="checkbox"/>	WE 298B	2	Fall, Spring	Varies	Varies	X
SEMESTER 3			(9)				
Skill Development VII-C	<input type="checkbox"/>	COUR 220C	4	Fall, Spring	M-R	Morning, Afternoon	X
Mastery Skill Development VIII	<input type="checkbox"/>	COUR 225	4	Fall, Spring	M-R	Morning, Afternoon	X
CSR/RPR Written Exam Preparation	<input type="checkbox"/>	COUR 283	1	Fall, Spring	Online	Online	X
TOTAL			27				

¹Associates Degree requires completion of additional general education coursework. Please refer to the course catalog or consult your counselor for requirements. *Prerequisites: COUR 110,112,120,140,160,166,167,168A, 168B, 168C, 169A, 169B and MEDA 165, 166

For assistance with creating your educational plan and choosing the program that is right for you, stop in and see your counselor. To schedule an appointment, call the counseling office at (415) 485-9432.