

# College of Marin Court Reporting

- Certificates of Achievement Court Reporting
- A.S. Degree Court Reporting



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# Court Reporting Current Offerings at COM

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College currently offers the following degrees and certificates

- ❖ A.S. Certified Shorthand Reporter
- ❖ A.S. COM Legal Transcription Technology
- ❖ Certificate of Achievement Shorthand Reporter
- ❖ Certificate of Achievement Court Reporting Legal Transcription Technology

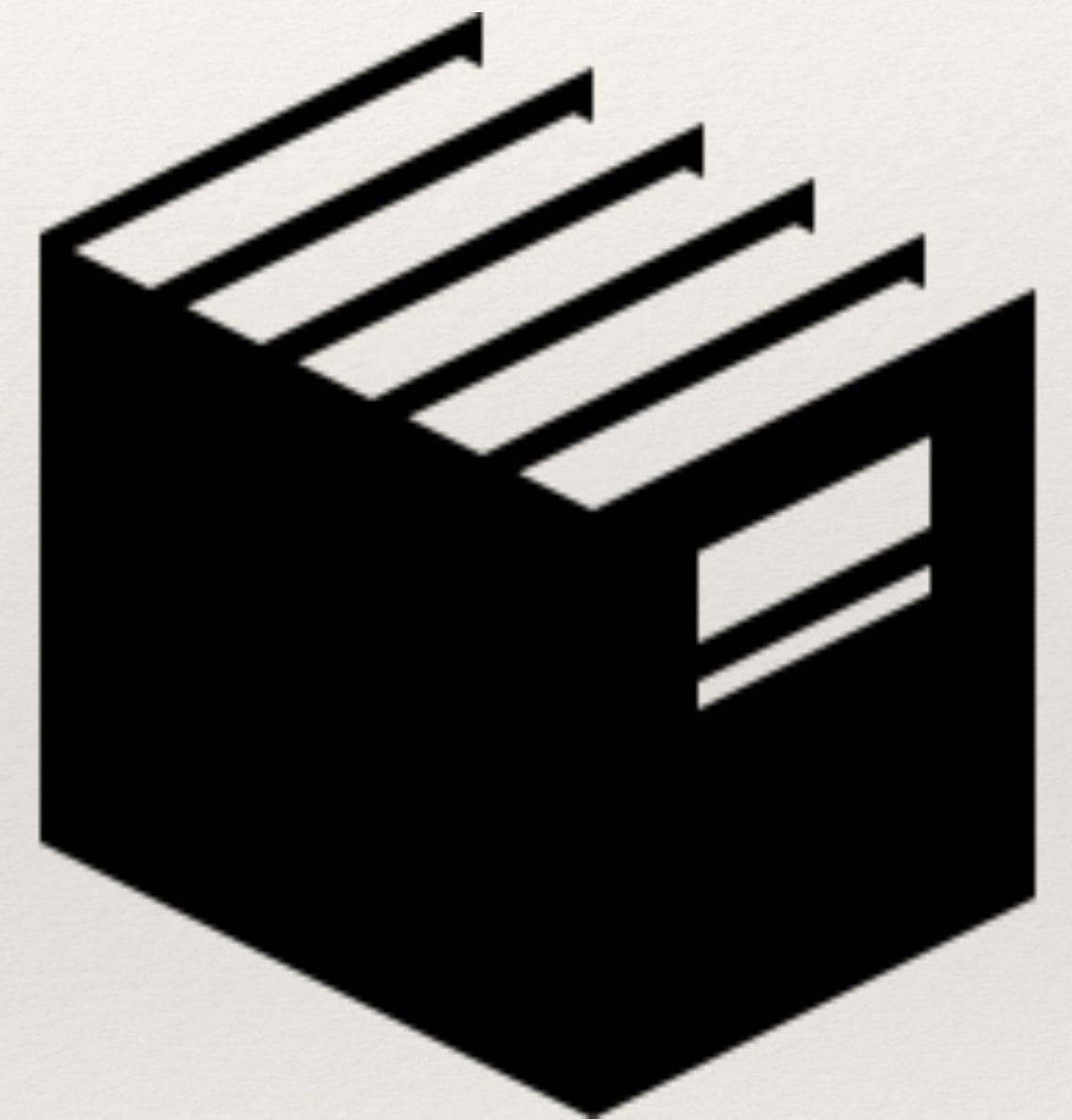


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# Program Review Data Illustrates Need

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- ❖ Program Review Data reveal a higher percent of students dropping courses as they move from theory to speed building
- ❖ Students not continuing with program or certificates because they need more introductory skill development
- ❖ Data illustrated need for a “bridging” class which will give students more time to develop beginning level speeds
- ❖ Marketing and Advertising



# Previous Certificates

This graphic shows our current Certificates.

- ❖ Students have difficulty transitioning successful from the COUR 110 course to the COUR 120
- ❖ Students need more time to master speed skills at 120, 140, 160, 180

Semester	Current Certificate Court Reporting Legal/Transcription	units	Current Certificate Shorthand Reporter	units
Semester 1	COUR 110 (theory)	8	COUR 180	4
	COUR 167	1	COUR 167	4
	COUR 168A	1		
	MEDA 165	2		
total units		<b>12</b>		<b>8</b>
Semester 2	COUR 112	4	COUR 220A	4
	COUR 120 (lowest speed level)	4	COUR 220B	4
	COUR 166	2	WE 298	2
	MEDA 169A	2		
total units		<b>12</b>		<b>10</b>
semester 3	COUR 140	4	COUR 220C	4
	COUR 160	4	COUR 225	4
	COUR 168B	2	COUR 283	1
	COUR 169B	2		
total units		<b>12</b>		<b>9</b>
semester 4	COUR 168C	2		
	MEDA 166	2		
total units		<b>4</b>		
<b>total CERT units</b>		<b>40</b>		<b>27</b>

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# Re-envisioning Certificates

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- ❖ After careful review of our data, we restructured the Certificates to better accommodate student need for more skill development at critical junctures in course progression from theory to speed-building, thereby enabling a higher retention rate
- ❖ Proposed Certificates have added noncredit mirrored skill courses to give students more time to practice at each speed level that is affordable and will retain students at COM
- ❖ Mirrored courses allow students the flexibility to have full time status to obtain financial aid or take fewer units for no fee
- ❖ Certificates are stackable, enabling students to earn multiple certificates as they work towards a CSR Certificate, gaining entry level positions as proof readers and scopists



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# Proposed Stackable Certificates

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New certificates being recommended are:

- ❖ Proofreading
- ❖ Scopist
- ❖ C.A.R.T., and
- ❖ C.S.R. Ready

As students work toward a State Certified Shorthand Reporter (CSR) license they will be able to gain employment as each Certificate is earned assisting reporters in the following; **proofreading, scoping and production**, resulting in a higher retention rate.

The proposed program would offer both credit and noncredit classes (mirroring) for all skill level courses, making the program less cost prohibitive for students who require more practice time at speed levels.

# Proposed Certificates

- ❖ Each Certificate creates skills that relate to the job market
- ❖ Court 110 has been split into two “bridged” classes, offering a smoother transition from theory to speed-building
- ❖ CSR has steady skill development over three-years

	Proofreading		Scopist CERT		C.A.R.T.	unit	CSR	unit
F 1	COUR 110 A	6	COUR 110 A	6	COUR 110 A	6	COUR 110 A	6
	COUR 167	1	COUR 167	1	COUR 167	1	COUR 167	1
	COUR 168A	1	COUR 168 A	1	COUR 168A	1	COUR 168 A	1
	COUR 168B	2	COUR 168B	2	COUR 168B	2	COUR 168 B	2
	MEDA 165	2	MEDA 165	2	MEDA 165	2	MEDA 165	2
total units		12		12		12		12
S 1			COUR 110 B	4	COUR 110 B	4	COUR 110 B	4
			COUR 100	2	COUR 100	2	COUR 100	2
			COUR 166	2	COUR 166	2	COUR 166	2
			COUR169 (A/B)	2	COUR 169 (A/B)	2	COUR 169 (A/B)	2
			MEDA 166	2	MEDA 166	2	MEDA 166	2
semester units				12		12		12
F 2					COUR 120 A	4	COUR 120 A	4
					COUR 140 A	4	COUR 140 A	4
					COUR 169 (A/B)	2	COUR 169 (A/B)	2
semester units						10		10
S 2					COUR 140 B	4	COUR 140 B	4
					COUR 160 A	4	COUR 160 A	4
					WE	1	WE	1
semester units						9		9
F 3					COUR 160 B	4	COUR 180 A	4
					COUR 180 A	4	COUR 200 A	4
					COUR 200 A	4	COUR 220 A	4
semester units						12		12
S 3							COUR 180 B	2
							COUR 200 B	2
							COUR 220 B	4
semester units								8
<b>Total Units</b>		<b>12</b>		<b>24</b>		<b>55</b>		<b>63</b>

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# A. S. in Court Reporting

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Additionally, an A.S. degree will also be offered for students desiring a community college degree.

Most students in the Court Reporting program desire the CSR certificate which prepares them for the CSR exam. Once students have passed the CSR exam they are employable at the highest level of court reporting jobs.





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# Increasing Enrollment

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## To Increase Enrollment

- ❖ easier access and visibility on the website
- ❖ greater advertising in a variety of venues, e.g., Facebook, Instagram, court reporting associations.
- ❖ participation in college fairs and job fairs.
- ❖ changing the theory classes to a combination synchronous and asynchronous, a benefit to those students who can't change their current work schedules

