

## Computer Reporting Technologies – Scotist/Text Editor

Certificate of Proficiency  
44 Credits

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<u>Dept./No.</u>	<u>Course Title</u>	<u>Credits</u>
Crpt 100.1 <b>and</b> Crpt 100.2 <b>or</b> Crpt 090 <b>and</b> Crpt 091	Machine Shorthand Theory 1 <b>and</b> Machine Shorthand Theory 2 <b>or</b> Machine Shorthand Theory <b>and</b> Machine Shorthand Theory-Advanced	8-20
Crpt 101.1 <b>and</b> Crpt 092	Machine Shorthand Theory 3 <b>and</b> Machine Shorthand – 40 wpm	4-10
Crpt 153	Court Reporting Procedures 1	5
Crpt 250	Computer-Aided Transcription	3
Crpt 255	Computer-Aided Transcription Advanced	3
Engl 108	Medical Terminology	2

**Electives: Students must choose from the following courses to total 44 credits:**

Acct 110	Practical Financial Accounting 1	(5)
Bus E 109	Legal Terminology	(3)
Bus E 110	Business Math Applications	(5)
Bus E 112	Beginning Word	(5)
Bus E 130	Business Correspondence	(5)
Bus E 140	Records Management	(5)
Bus E 184	Internet and Basic Web Design	(5)
Bus E 255	Advanced Word	(5)
Bus E 266	Inside Microsoft Office	(5)
Crpt 177 <b>and</b>	Court Reporting/Captioning Work	
	Experience 1-3 <b>and</b>	(1-2)
Coop 171	Work Experience Seminar	(1)