



Court Reporting-Computer Reporting Technologies

Sequence A

Associate in Applied Arts Degree

176-215 Credits

Court Reporters record the verbatim proceedings of a courtroom, deposition, hearing, arbitration, or meeting and provide an accurate transcript of the proceedings. Students learn how to prepare the transcript with the use of a computer. Additionally, students are trained in realtime writing and captioning for the hearing-impaired and nonhearing community. This skill affords new job opportunities.

Official court reporters record the proceedings in a court or hearing room. Freelance reporters may work in various offices or locations as the job necessitates and may be employed by a reporting firm.

The Green River Court Reporting program is accredited by the National Court Reporters Association. All students entering the Court Reporting program must be high school graduates or have earned a GED certificate. A COMPASS spelling test score of 90 percent accuracy or above or Engl 090 is required prior to entry into the Computer Reporting Technologies Program.

Upon completion of the required classes, students qualify for the Associate in Applied Arts degree in Court Reporting. They must have completed 60 hours of internship of which 50 hours is actual writing time during internship training; passed three 5-minute tests with 96 percent accuracy or above on literary at 180 wpm and jury charge at 200 wpm; and passed three 5-minute tests on Q and A (two-voice) at 225 wpm, two with 95 percent accuracy and two with 96 percent accuracy or above.

In addition to the course work, there are state and/or national examinations that a student should pass to become a court reporter. Reporters must pass the Washington State Licensing examination in order to be certified to work in the state of Washington.

Contacts: Lori Rapozo, ext. 4219
lrapozo@greenriver.edu

Sidney Weldele-Wallace, ext. 4705
sweldele@greenriver.edu

Dept./No.	Course Title	Credits
# B A 145 or	Business Computation or	
BTAC 110 or	Business Math Applications or	
Math	Eligible for Math 072	0-5
BTAC 109	Legal Terminology	3
BTAC 125	Medical Terminology for Office Administration	5
# BTAC 130 or	Business Correspondence or	
Engl 109 or	Writing for Trades and Professional/Technical Degrees or	
Engl& 101	English Composition	5
# Cmst 100 or	Fundamentals of Oral Communication or	
Cmst 217 or	Communication for Business and Professions or	
Cmst& 220	Public Speaking	5
Crpt 087	Machine Shorthand Theory 1	10
Crpt 088	Machine Shorthand Theory 2	10
Crpt 089	Machine Shorthand Theory 3	10
Crpt 101	Machine Shorthand 60 wpm	10
Crpt 102	Machine Shorthand 80 wpm	10-12

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Crpt 133	Machine Shorthand 100 wpm	12-16
Crpt 134	Machine Shorthand 120 wpm	12-16
Crpt 135	Machine Shorthand 140 wpm	12-16
Crpt 136	Machine Shorthand 160 wpm	12-16
# Crpt 153	Court Reporting Procedures 1	5
# Crpt 154	Court Reporting Procedures 2	5
Crpt 177-179 and Coop 171	Court Reporting/Captioning Work Experience and Work Experience Seminar	2-6 1
Crpt 201	Machine Shorthand 180 wpm	12-16
Crpt 202	Machine Shorthand 200 wpm	12-16
Crpt 203	Machine Shorthand 225 wpm	12-16
Crpt 250	Computer-Aided Transcription	3
Crpt 251	Introduction to Captioning/Alternative Careers	3
Engl 105	Grammar and Usage	5

To enhance the student's preparation for future employment, the following are recommended:

Acct 110	Practical Financial Accounting 1	5
BTAC 100	Fundamentals of Computers	5
BTAC 107 or BTAC 108	Typing Speed and Accuracy 1 or Typing Speed and Accuracy 2	
* Typing Test	60 wpm with fewer than 5 errors	0-4
BTAC 184	Internet and Basic Web Design	5
BTAC 266	Inside Microsoft Office	5
Bus& 201	Business Law and the Regulation of Business	5
Crpt 255	Computer-Aided Transcription Advanced	3
Engl 106	Vocabulary Mastery	5

Additional Suggested Electives: *Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)*

BTAC 112	Beginning Word	5
BTAC 140	Records Management	5
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5
BTAC 255	Advanced Word	5
CJ& 101	Introduction to Criminal Justice	5
CJ& 240	Introduction to Forensic Science	5

Satisfies related instruction requirement.

* Keyboarding/typing skills may be demonstrated by passing two 5-minute typing tests at 60 wpm with 5 or less errors using the proper typing techniques administered by the Business Technologies and Administrative Careers Department.