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## Court Reporting – Sequence A

### Associate in Applied Arts Degree

182-191 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. An appropriate 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.

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<b>Dept./No.</b>	<b>Course Title</b>	<b>Credits</b>
# BA 145 <b>or</b>	Business Computation <b>or</b>	
BTAC 110 <b>or</b>	Business Math Applications <b>or</b>	
MATH 072	Eligible for MATH 072	0-5
BTAC 109	Legal Terminology	3
BTAC 125	Medical Terminology for Office Administration	5
# BTAC 130 <b>or</b>	Business Correspondence <b>or</b>	
ENGL 109 <b>or</b>	Writing for Trades and Professional/Technical Degrees <b>or</b>	
ENGL&101	English Composition 1	5

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# CMST 100 <b>or</b>	Fundamentals of Oral Communication <b>or</b>	
CMST 217 <b>or</b>	Communication for Business and Professions <b>or</b>	
CMST &220	Public Speaking	5
CRC 101	Machine Shorthand Theory 1	8
CRC 102	Machine Shorthand Theory 2	8
CRC 103	Machine Shorthand Theory 3	8
CRC 111	Literary 60 wpm	4
CRC 112	Testimony 60 wpm	4
CRC 121	Literary 80 wpm	4
CRC 122	Testimony 80 wpm	4
CRC 131	Literary 100 wpm	4
CRC 132	Testimony 100 wpm	4
CRC 133	Jury Charge 100 wpm	4
CRC 141	Literary 120 wpm	4
CRC 142	Testimony 120 wpm	4
CRC 143	Jury Charge 120 wpm	4
CRC 144	Medical QA 120 wpm	4
CRC 151	Computer-Aided Transcription – Advanced	3
CRC 177-179	Court Reporting/Captioning Work Experience <b>and</b>	2-6
COOP 171	Work Experience Seminar	1
CRC 211	Literary 140 wpm	4
CRC 212	Testimony 140 wpm	4
CRC 213	Jury Charge 140 wpm	4
CRC 214	Medical QA 140 wpm	4
CRC 221	Literary 160 wpm	4
CRC 222	Testimony 160 wpm	4
CRC 223	Jury Charge 160 wpm	4
CRC 224	Medical QA 160 wpm	4
CRC 231	Literary 180 wpm	4
CRC 232	Testimony 180 wpm	4
CRC 233	Jury Charge 180 wpm	4
CRC 234	Certification Prep 1	4
CRC 241	Literary 200 wpm	4
CRC 242	Testimony 200 wpm	4
CRC 243	Jury Charge 200 wpm	4
CRC 244	Certification Prep 2	4
# CRC 250	Court Reporting Procedures 1	5
# CRC 251	Court Reporting Procedures 2	5
CRC 252	Testimony 225 wpm	4
CRC 254	Certification Prep 3	4
CRC 260	Introduction to Captioning/Alternative Careers	3
ENGL 105	Grammar and Usage	5

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**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 <b>or</b>	Typing Speed and Accuracy 1 <b>or</b>	
BTAC 108	Typing Speed and Accuracy 2 <b>or</b>	
* 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
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 Managements	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.