



# CMST 100 or	Fundamentals of Oral Communication or	
CMST 217 or	Communication for Business and Professions or	
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 and	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 or	Typing Speed and Accuracy 1 or	
BTAC 108	Typing Speed and Accuracy 2 or	
* 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.