



Summer 2017

Scopist/Text Editor Certificate of Proficiency 44 Credits

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Dept./No.	Course Title	Credits
BTAC 109	Legal Terminology	3
BTAC 125	Medical Terminology for Office Administration	5
CRC 101	Machine Shorthand Theory 1	8
CRC 102	Machine Shorthand Theory 2	8
CRC 103	Machine Shorthand Theory 3	8
CRC 151	Computer-Aided Transcription – Advanced	3
CRC 250	Court Reporting Procedures 1	5
<i>Electives: Students must choose from the following courses to total 44 credits.</i>		
ACCT 110	Practical Financial Accounting 1	5
BA 145 or	Business Computation or	
BTAC 110 or	Business Math Applications	5
BTAC 112	Beginning Word	5
BTAC 130 or	Business Correspondence or	
ENGL&101 or	English Composition or	
ENGL 109	Writing for Trades and Professional/Technical Degrees	5
BTAC 140	Records Management	5
BTAC 184	Internet and Basic Web Design	5
BTAC 266	Inside Microsoft Office	5
CRC 177-179	Court Reporting/Captioning Work Experience and	1-2
COOP 171	Work Experience Seminar	1
CRC 251	Court Reporting Procedures 2	5
CRC 260	Introduction to Captioning/Alternative Careers	3