



Summer 2017

Text Entry Certificate of Proficiency 42 Credits

Contacts: Lori Rapozo, ext. 4219 Sidney Weldele-Wallace, ext. 4705
lrapozo@greenriver.edu sweldele@greenriver.edu

| Dept./No. | Course Title | Credits |
|--------------------|---|----------------|
| 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 1 | 5 |
| CRC 151 | Computer-Aided Transcription – Advanced | 3 |
| 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 260 | Introduction to Captioning/Alternative Careers | 3 |

Suggested Electives: Students must choose from the following courses to total 42 credits.

| | | |
|-------------|---|-----|
| ACCT 110 | Practical Financial Accounting 1 | 5 |
| BTAC 100 | Fundamentals of Computers | 5 |
| BTAC 110 | Business Math Applications | 5 |
| BTAC 112 | Beginning Word | 5 |
| BTAC 140 | Records Managements | 5 |
| BTAC 184 | Internet and Basic Web Design | 5 |
| BTAC 255 | Advanced Word | 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 250 | Court Reporting Procedures 1 | 5 |
| ENGL 105 | Grammar and Usage | 5 |
| ENGL 106 | Vocabulary Mastery | 5 |