

Transcription Services (ASSOCIATE OF APPLIED SCIENCE DEGREE)

126 Quarter Hours

Required Courses:

RR100 Theory I

RR102 Theory II

RR112 Theory III

RR208 Medical Language

RR215 Speed Development I

RR122 Introduction to Computer-Aided Transcription

General Courses:

CM100 Advanced Grammar

CM200 Composition

CM220 Speech

HU200 Literature and the Written Word

HU220 Ethics

3 electives from the following:

AC200 Principles of Accounting I

AC202 Principles of Accounting II

BA100 Principles of Management

BA201 Business Law I

IT135 Excel and Access for Business

OA111 Word 1

**Required for NCRA Certification

NOTES:

1. Students must complete 126 quarter credits AND Speed II in order to graduate with the Realtime Reporting-Transcription Services degree. This could be done at the end of 7 quarters.

67.5 quarter hours

RR224 Realtime Reporting Punctuation and Proofreading

RR226 Realtime Concepts

RR230 Introduction to Transcript Preparation

RR250 Speed Development II

RR300 Technical Dictation

RR305 Transcription Applications

45 quarter hours

IT105 Technology with Applied Communications

MA110 Mathematics of Personal Finance

SS100 College Foundations

SS200 Career Foundations

SS240 Microeconomics

13.5 quarter hours

**RR315 Speed Development III

**RR340 Freelance Reporting Procedures

OR CC340 Principles of Captioning/CART I

RR350 Speed Development IV **OR

CC350 Captioning/CART Speed Development I

**RR365 Official Reporting Procedures

OR CC365 Principles of Captioning/CART II

**RR400 Internship with Business Applications

RR425 Speed Development V **OR

CC425 Captioning/CART Speed Development II

2. Some students may take longer to complete Speed II.
3. Students may enroll in the Bachelor Degree Completion Program only when they have earned 126 quarter credits AND completed Speed II.
4. Students would finish the NCRA speed and academic requirements in the Bachelor Degree Completion Program.
5. Repeat speed classes do NOT count toward the 126 qtr credits required to complete the AAS degree.
6. Speed I is a prerequisite for only two classes in the AAS degree: Technical Dictation and Transcription Applications

Bachelor of Science Degree in Realtime Reporting – Judicial

198 Quarter Hours

*Upper-level classes. (A minimum of 14 upper-level classes are required for the BS degree. There are 12 in the BS and 2 in the AAS.)

Required Courses:

*RR315 Speed Development III (2 classes)

*RR350 Speed Development IV (2 classes)

*RR340 Freelance Reporting Procedures

40.5 quarter hours

*RR365 Official Reporting Procedures

*RR400 Internship with Business Applications

*RR425 Speed Development V (2 classes)

General Courses:

*CM310 Technical Writing

HIST150 Western Civilization

HU210 Introduction to Film **OR**

MSC110 Music Appreciation

27 quarter hours

MA120 College Algebra **OR**

*MA310 Essential Statistics

SCI100 Environmental Science

*SS310 Social Psychology

1 elective from the following:

*AC355 Principles of Corporate Finance

*BA300 Managerial Communications

4.5 quarter hours

*BA313 Business Law II

NOTES:

1. Assumes students enter with an AAS in Realtime Reporting-Transcription Services (28 classes/126 quarter credits AND completion of Speed II).
2. Students could complete the BS in 4 quarters of enrollment (16 classes/72 quarter credits).
3. As such, students could complete a bachelor's degree in Realtime Reporting in 11 quarters, earning 198 quarter credits.
4. This degree allows for three quarters of repeating speed classes and still completing a BS in 11 quarters.
5. Some students may require longer enrollment to reach the NCRA speed requirements.
6. Of the AIB students who graduate, the average time to complete speed requirements is 11.35 quarters (Data source: 173 AIB grads from 1990-2003).

Bachelor of Science Degree in Realtime Reporting – Captioning/CART Services

198 Quarter Hours

*Upper-level classes. (A minimum of 14 upper-level classes are required for the BS degree. There are 12 in the BS and 2 in the AAS.)

Required Courses:

- *CC340 Principles of Captioning/CART I
- *CC350 Captioning/CART Speed Development I (2 classes)
- *CC365 Principles of Captioning/CART II

40.5 quarter hours

- *CC425 Captioning/CART Speed Development II (2 classes)
- *RR315 Speed Development III (2 classes)
- *RR400 Internship with Business Applications

General Courses:

- *CM310 Technical Writing
- HIST150 Western Civilization
- HU210 Introduction to Film **OR**
- MSC110 Music Appreciation

27 quarter hours

- MA120 College Algebra **OR**
- *MA310 Essential Statistics
- SCI100 Environmental Science
- *SS310 Social Psychology

1 elective from the following:

- *AC355 Principles of Corporate Finance
- *BA300 Managerial Communications

4.5 quarter hours

- BA313 Business Law II

NOTES:

1. Assumes students enter with an AAS in Realtime Reporting-Transcription Services (28 classes/126 quarter credits AND completion of Speed II).
2. Students could complete the BS in 4 quarters of enrollment (16 classes/72 quarter credits).
3. As such, students could complete a bachelor's degree in Realtime Reporting in 11 quarters, earning 198 quarter credits.
4. This degree allows for three quarters of repeating speed classes and still completing a BS in 11 quarters.
5. Some students may require longer enrollment to reach the NCRA speed requirements.
6. Of the AIB students who graduate, the average time to complete speed requirements is 11.35 quarters (Data source: 173 AIB grads from 1990-2003).