



Captioning – Sequence B

Associate in Applied Arts Degree

116-144 Credits

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Dept./No.	Course Title	Credits
# B A 145 or	Business Computation or	
BTAC 110 or	Business Math Applications or	
MATH 072	Eligible for MATH 072, Elementary Algebra	0-5
# BTAC 130 or	Business Correspondence or	
ENGL& 101 or	English Composition I or	
ENGL 109	Writing for Trades and Professional/Technical Degrees	5
BTAC 109	Legal Terminology	3
BTAC 125	Medical Terminology for Office Administration	5
# CMST 100 or	Fundamentals of Oral Communication or	
CMST 217 or	Communication for Business and Professions or	
CMST& 220	Public Speaking	5
CRPT 080	Machine Shorthand Lab	1
CRPT 081	Machine Shorthand Theory Beginning	3-4
CRPT 082	Machine Shorthand Theory Intermediate	3-4
CRPT 091	Machine Shorthand Theory Advanced	3-4
CRPT 092	Machine Shorthand 40 wpm	3-4
CRPT 093	Machine Shorthand 60 wpm	3-4
CRPT 094	Machine Shorthand 80 wpm	5-6
CRPT 095	Machine Shorthand 100 wpm	5-6
CRPT 096	Machine Shorthand 120 wpm	5-6
CRPT 097	Machine Shorthand 140 wpm	5-6
CRPT 098	Machine Shorthand 160 wpm	5-6
CRPT 099	Machine Shorthand 180 wpm	5-6
# CRPT 153 or	Court Reporting Procedures 1 or	
CMST 217	Communication for Business and Professions	5
CRPT 154	Court Reporting Procedures 2	5
CRPT 177-179 and	Court Reporting/Captioning Work Experience 1-3 and	
COOP 171	Work Experience Seminar	2-6
CRPT 202	Machine Shorthand 200 wpm	12-16
CRPT 203	Machine Shorthand 225 wpm	12-16
CRPT 250	Computer-Aided Transcription	3
CRPT 251	Introduction to Captioning/Alternative Careers	3
CRPT 252	Captioning Internship 1	4
CRPT 253	Captioning Internship 2	4
ECED 220	Introduction to Sign Language	2

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Electives: 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 or	Typing Speed and Accuracy 2 or	
Typing test	60 wpm with less than 5 errors	(0-4)
BTAC 184	Internet and Basic Web Design	5
BTAC 266	Inside Microsoft Office	5
BUS 103	Business Leadership	5
BUS& 201 or	Business Law and the Regulation of Business or	
POLS& 200	Introduction to Law	5
CRPT 255	Computer-Aided Transcription--Advanced	3
ENGL 106	Vocabulary Mastery	5
INFO 110	Information Literacy and Research Skills	2

Additional Electives: Electives might not be eligible for financial aid or veteran's benefits. (See your financial aid advisor.)

BTAC 112	Beginning Word	5
BTAC 255	Advanced Word	5
PHIL 112	Ethics in the Workplace	5

Satisfies related instruction requirements.

* 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.