

CURRICULUM STANDARD

Effective Term
Fall 2017
[2017*03]

Curriculum Program Title	Voice Writing Realtime Reporting	Program Code	A25460
Concentration	(not applicable)	CIP Code	22.0303

Curriculum Description

The Voice Writing Realtime Reporting curriculum is designed to provide specialized training in accepted realtime reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and realtime captioning activities.

Course work includes training in realtime voice writing, realtime computer software and technology, word processing, legal and medical terminology, specialized vocabularies, realtime voice writing procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, CART (Communication Access Realtime Translation), conference reporter, stenographer, or transcriptionist.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (3)]

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Major Hours

[ref. 1D SBCCC 400.97 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (if applicable). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

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	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with*</i> Required Courses: <ul style="list-style-type: none"> * VWR 116 Voice Writing I 4 SHC * VWR 117 Voice Writing II 4 SHC * VWR 126 Transcript Production I 1 SHC * VWR 127 Transcript Production II 1 SHC * VWR 218 Voice Writing III 4 SHC * VWR 228 Transcript Production III 1 SHC OST 136 Word Processing 3 SHC OST 164 Office Editing 3 SHC Required Subject Areas: Medical Terminology. Select one: <ul style="list-style-type: none"> MED 121 Medical Terminology I 3 SHC OST 141 Medical Office Terms I 3 SHC 	24 SHC	15 SHC	
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> <p style="margin-left: 20px;">BUS, CIS, CRT, CSC, CTS, MED, OST, VWR, WBL and WEB</p> <p style="margin-left: 20px;"><i>Up to two semester hour credits may be selected from ACA.</i></p> <p style="margin-left: 20px;"><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>			