

INFORMATION REPORTING TECHNOLOGY

Scopist Option - 2154

SUGGESTED COURSE SEQUENCE

Put the Year/Semester You Complete Each Course in the Block Provided.

Semester I	Semester II	Semester III	Semester IV
yr/sem_____	yr/sem_____	yr/sem_____	yr/sem_____
College Composition ENG 124 3	Business Math BUS 123 4	Business Administration BUS 121 4	Business Law & Ethics ACC 130 3
yr/sem_____	yr/sem_____	yr/sem_____	yr/sem_____
Legal Terminology IRT131 3	Medical Terminology BIO 125 3	Intro. to Anatomy & Physiology BIO 101 3	Principles of Accounting ACC121 4
yr/sem_____	yr/sem_____	yr/sem_____	yr/sem_____
Communication & Trans. Skills AOT 130 3	Business Communication ENG 230 3	Non-technical Track Elective*** 3	Social Science Elective* 3
yr/sem_____	yr/sem_____	yr/sem_____	yr/sem_____
Theory for Scopists IRT 133 4	Realtime Software Applications IRT 229 (8 weeks) 1	Judicial Procedures IRT 231 3	Transcription & Editing for Scopists IRT 233 3
yr/sem_____	yr/sem_____	yr/sem_____	yr/sem_____
Keyboarding/ Formatting OAD 121 3	Business Computer Applications BCA 120** 4	Entrepreneurship ENT120 2	IRT Technical Elective 3-4
yr/sem_____			
Business Student Success Seminar BUS101**** 1			
17	15	15	16-17

63-64 TOTAL CREDIT HOURS

Use this space for listing electives, recommendations, etc., and for any special instructions:

* Student may select PSY121 or SOC121.

** Successful completion of AOT102, 104, 105 and 106 is equivalent to and may be substituted for BCA120

*** Student may select PSC121 Political Science; COM121 Effective Speaking; BUS222 Macroeconomics

**** Course required of new students beginning Spring semester 2010.

A Computerized Stenograph Machine and Case Catalyst 4 v.8-10 student version must be purchased prior to beginning this program.
Please contact an instructor in the Information Reporting Technology program. **REV. 5-1-09, 6-8-09, 6-15-09**

Proper course placement is critical to success in learning. Business Technology students are expected to have completed all required college assessment tests and any defined developmental courses prior to registering for technical courses.

NOTE: Every course **MAY** not be offered every semester. Please plan accordingly.

NAME _____

PROGRAM Information Reporting Technology

ADVISOR _____

TRACK Scopist Option (2154)**COURSE REQUIREMENTS AND PREREQUISITES**

TECHNICAL Course No. Course Name		CR	Taken Yr/Semester	Course No.	PREREQUISITE Course Name
IRT133	Theory for Scopists	4			None
IRT233	Transcription & Editing for Scopists	3		IRT133	Theory for Scopists
AOT130	Communication & Transcription Skills	3			None
IRT131	Legal Terminology	3			None
IRT231	Judicial Procedures	3		IRT133 IRT229	Theory for Scopists Realtime Software Applications
IRT229	Realtime Software Applications	1		IRT133	Theory for Scopists
BIO125	Medical Terminology	3			None
AOT121	Keyboarding/Formatting	3			None
BCA120	Business Computer Applications	4			AOT100 or passing score on the computer entrance exam
BUS101	Business Student Success Seminar	1			All first-semester BTD students and any student who changes major to a BTD degree or certificate program
CHOOSE ONE (1) IRT TECHNICAL ELECTIVE COURSE BELOW:					
IRT129	Speed Building I	4		IRT122	Realtime Theory I
PSC121	Political Science	3			None
ENT121	Entrepreneurial Marketing	3		ENT120	Or Department Permission
ENT221	Entrepreneurial Finance	3		ENT120	Or Department Permission
	TOTAL	31			
NON-TECHNICAL					
BIO101	Intro. to Anatomy & Physiology	3			None
BUS121	Business Administration	4			IDS102 or Proficiency (COMPASS score)
ACC130	Business Law & Ethics	3			None
ENG124	College Composition	3			ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENT120	Entrepreneurship	2			IDS102 or Proficiency (COMPASS score)
ENG230	Business Communication	3		ENG124	College Composition
	Soc. Science Elective (SOC/PSY)	3		IDS102	Critical Analysis or Proficiency (COMPASS score)
BUS123	Business Math	4		MTH101	Intro. to Algebra or Proficiency (COMPASS score)
ACC121	Principles of Accounting I	4		MTH101	Intro. to Algebra or Proficiency (COMPASS score)
CHOOSE ONE (1) NON-TECHNICAL COURSE BELOW:					
PSC121	Political Science	3			None
BUS222	Macroeconomics	3			IDS102 or Proficiency (COMPASS score)
COM121	Effective Speaking	3			None
	TOTAL	32			
TOTAL SEMESTER CREDITS		63-64			

COMMENTS/NOTES

STUDENT'S SIGNATURE

DATE