

# BRAILLE TRANSCRIBING

---

## Certificate of Completion

Program Code: 3P39986

The Braille Transcribing Program is comprised of two classes that prepare students for the Library of Congress Braille Transcriber Certification which is required to be employed as a braille transcriber in public schools. The two sequenced courses are designed to provide the necessary skills to read and produce braille for all levels of educational institutions as well as other community needs.

Code	Title	Hours
<b>Core Courses</b>		
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	45
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	45
<b>Total Hours</b>		<b>90</b>

### First Year

Semester 1	Hours	Semester 2	Hours
ENCO 200		45 ENCO 201	45
		<b>45</b>	<b>45</b>

**Total Hours 90**

**ENCO 200 45 Hours**

#### **Braille Transcribing - Reading & Writing Uncontracted and Contracted**

This class is designed for sighted and visually impaired persons to learn the basic skills of transcribing print into literary Unified English Braille code. (*Apportionment*)

**ENCO 201 45 Hours**

#### **Braille Transcribing - Formatting Contracted Unified English Braille**

This class is geared for persons with sight or visual impairments to learn how to format documents according to the Rules of Unified English Braille code and submit a manuscript for certification (*Apportionment*)