



ASSOCIATE OF APPLIED BUSINESS

JUDICIAL COURT REPORTING MAJOR

The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-06.

1718 Catalog
Effective Summer 2017

2158

Business and Information Technology Division

Administrative Services & Office Applications Department

TECHNICAL Course Number	Course Title		Credits	Pre- and Co-Requisites	Completed Sem./Year
JCR1001	Clark	Realtime Theory I (8-week)	3		
JCR1002	Stark	Realtime Theory II (8-week)	3	JCR1001	
JCR1003	Clark	Realtime Applications (8-week)	3	JCR1002	
JCR1101	Clark	Skill Building I (8-week)	3	JCR1003	
JCR1102	Stark	Skill Building II (8-week)	3	JCR1101	
JCR2103	Clark	Skill Building III (8-week)	3	JCR1102	
JCR2104	Stark	Skill Building IV (8-week)	3	JCR2103	
JCR2105	Clark	Skill Building V (8-week)	3	JCR2104	
JCR2106	Stark	Skill Building VI (8-week)	3	JCR2105	
JCR2200	Clark	Realtime Business Procedures	3	MTH1060	
JCR2300	Clark	CAT/Transcription Production	2	JCR2200	
JCR2400	Stark	JCR Internship	2	<i>Department Chair approval</i>	
Total			34		
NON-TECH Course Number	Course Title		Credits	Pre- and Co-Requisites	Completed Sem./Year
FYE1100 or SSC101	Clark or Stark	College Success or Student Success Seminar^^	1	<i>Take first semester</i>	
AOT121	Stark	Keyboarding/Formatting	3	AOT101 or Proficiency	
ENG1111	Clark	English I	3	CPE 0300 B↑ or CPE 0400 C↑; Pre/Co-req; CPE 0200	
ITD122	Stark	Computer Applications for Professionals^*	3	ITD100 or Proficiency	
AOT130	Stark	Editing, Proofreading and Language Skills	3		
JCR131	Stark	Legal Terminology	3		
BIO125	Stark	Medical Terminology	3		
ENG2211	Clark	Business Communication	3	ENG1111 or OAD1105	
PHL122	Stark	Ethics	3		
MTH1060	Clark	Business Math	3		
	Clark	Social/Behavioral Science Elective	3		
Total			31		
TOTAL CREDIT HOURS			65		

^Based upon SSC placement score.

^^To promote student success, this course should be taken in the first semester.

*Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122.

↑ (or better)

FULL-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

Software/Machine

A computerized stenograph machine and Case Catalyst student version must be purchased prior to beginning this program. Please contact an academic advisor in the JCR program for more information.

<u>First Semester</u>	<u>College</u>	<u>Name of Course</u>	<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
FYE1100	Clark	College Readiness	1	Take first semester
or	or	or	or	or
SSC101	Stark	Student Success Seminar^^	1	Take first semester
ENG1111	Clark	English 1	3	CPE 0300 B↑ or CPE 0400 C↑; Pre/Co-req; CPE 0200
AOT121	Stark	Keyboarding/Formatting	3	AOT101 or Proficiency
AOT130	Stark	Editing, Proofreading and Language Skills	3	
JCR1001	Clark	Realtime Theory I (8-week)	3	
JCR1002	Stark	Realtime Theory II (8-week)	<u>3</u>	JCR1001
			16	
<u>Second Semester</u>				
JCR1003	Clark	Realtime Theory Application (8-week)	3	JCR1002
JCR1101	Clark	Skill Building I (8 week)	3	JCR1003
JCR131	Stark	Legal Terminology	3	
ITD122	Stark	Computer Applications for Professionals^*	3	ITD100 or Proficiency
MTH1060	Clark	Business Math	<u>3</u>	
			15	
<u>Summer Semester</u>				
JCR1102	Stark	Skill Building II (8 week)	3	JCR1101
BIO125	Stark	Medical Terminology	<u>3</u>	
			6	
<u>Third Semester</u>				
JCR2103	Clark	Skill Building III (8 week)	3	JCR1102
JCR2104	Stark	Skill Building IV (8-week)	3	JCR2103
ENG2211	Clark	Business Communication	3	ENG1111 or OAD1105
JCR2200	Clark	Realtime Business Procedures	3	MTH1060
PHL122	Stark	Ethics	<u>3</u>	
			15	
<u>Fourth Semester</u>				
JCR2105	Clark	Skill Building V (8-week)	3	JCR2104
JCR2106	Stark	Skill Building VI (8-week)	3	JCR2105
JCR2400	Stark	JCR Internship	2	Department Chair approval
JCR2300	Clark	CAT/Transcript Production	2	JCR2200
	Clark	Social/Behavioral Science Elective	<u>3</u>	
			13	
		TOTAL CREDITS	65	

^Based upon SSC placement score.

^^To promote student success, this course should be taken in the first semester.

*Successful completion of ITD102, ITD104, ITD105, and ITD106 is equivalent to and may be substituted for ITD122.

↑ (or better)