

	ASSOCIATE OF APPLIED BUSINESS JUDICIAL COURT REPORTING MAJOR <i>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. 3357:15-13-28.</i>	2023-24 Catalog Effective Summer 2023 <div style="font-size: 2em; font-weight: bold;">2158</div>
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Business, Engineering, and Information Technology Division

Digital Media and Administrative Technologies 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		
JCR2300	Clark	CAT Transcription Production	2	JCR2200	
JCR2400	Stark	JCR Internship	2	Department Chair approval	
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 or 1	Take first semester	
AOT121	Stark	Keyboarding/Formatting^	3	AOT101 or Proficiency	
AOT130	Stark	Editing, Proofreading and Language Skills	3		
BIO125	Stark	Medical Terminology	3		
ENG1111	Clark	English I	3	CPE 0300 B↑ or CPE 0400 C↑; Pre/Co-req; CPE 0200	
ENG2211	Clark	Business Communication	3	ENG1111 or OAD1105	
ITD122	Stark	Computer Applications for Professionals^✱	3	ITD100 or Proficiency	
JCR131	Stark	Legal Terminology	3		
MTH1060	Clark	Business Math	3	ENG 0800 with a grade of A or ENG0850 with a grade of C or higher, and NextGen Accuplacer math score of 220 or greater	
PHL122	Stark	Ethics	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)

PART-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 part-time associate degree students who plan to finish in eight semesters.

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	
SSC101	Stark	Student Success Seminar^^	1	Take first semester
JCR1001	Clark	Realtime Theory I (8-week)	3	
JCR1002	Stark	Realtime Theory II (8-week)	3	JCR1001
ENG1111	Clark	English 1	3	CPE0300 B↑ or CPE0400 C↑; Pre/Co-req: CPE0200
			10	
<u>Second Semester</u>				
JCR1003	Clark	Realtime Theory Applications (8-week)	3	JCR1002
JCR1101	Clark	Skill Building I (8-week)	3	
JCR131	Stark	Legal Terminology	3	
			9	
<u>Third Semester</u>				
JCR1102	Stark	Skill Building II (8 week)	3	JCR1101
BIO125	Stark	Medical Terminology	3	
			6	
<u>Fourth Semester</u>				
JCR2103	Clark	Skill Building III (8 week)	3	JCR1102
JCR2104	Stark	Skill Building IV (8-week)	3	JCR2103
MTH1060	Clark	Business Math	3	ENG 0800 with a grade of A or ENG0850 with a grade of C or higher, and NextGen Accuplacer math score of 220 or greater
			9	
<u>Fifth Semester</u>				
JCR2105	Clark	Skill Building V (8-week)	3	JCR2104
JCR2106	Stark	Skill Building VI (8-week)	3	JCR2105
AOT130	Stark	Editing, Proofreading and Language Skills	3	
			9	
<u>Sixth Semester</u>				
JCR2200	Clark	Realtime Business Procedures	3	
AOT121	Stark	Keyboarding/Formatting^	3	AOT101 or Proficiency
ENG2211	Clark	Business Communication	3	
			9	
<u>Seventh Semester</u>				
	Clark	Social/Behavior Science Elective	3	
JCR2300	Clark	CAT Transcript Production	2	JCR2200
ITD122	Stark	Computer Applications for Professionals^✱	3	ITD100 or Proficiency
			9	
<u>Eighth Semester</u>				
JCR2400	Stark	JCR Internship	2	Department Chair approval
PHL122	Stark	Ethics	3	
			5	
		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)