CAREER ENHANCEMENT CERTIFICATE

PROFESSIONAL DIGITAL REPORTER

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.

2023-24 Catalog

Effective Summer 2023

2160

Business, Engineering, and Information Technology Division   *Digital Media and Administrative Technologies Department*

Course Number		Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT130	Stark	Editing, Proofreading & Language Skills (16-week course)	3		
JCR131	Stark	Legal Terminology (First 8-week course)	3		
JCR2200	Clark	Realtime Business Procedures (First 8-week course)	3		
PDR1501	Clark	Digital Reporting Concepts (First 8-week course)	2		
JCR2300	Clark	CAT Transcript Production (Second 8-week course)	2	JCR2200	
MST1105	Clark	Medical Terminology (Second 8-week course)	2	ENG0800	
PDR1502	Stark	Digital Reporting Applications (Second 8-week course)	2	PDR1501	
		TOTAL CREDIT HOURS	**17**		

STUDENT ADVISING NOTES

<u>Academic Advising</u>

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.

<u>First 8 Weeks</u>	<u>College</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
AOT130	Stark	Editing, Proofreading & Language Skills	3	
JCR131	Stark	Legal Terminology	3	
JCR2200	Clark	Realtime Business Procedures	3	
PDR1501	Clark	Digital Reporting Concepts	2	

<u>Second 8 Weeks</u>				
AOT130 (Cont'd)	Stark	Editing, Proofreading & Language Skills	-	
JCR2300	Clark	CAT Transcript Production	2	JCR2200
MST1105	Clark	Medical Terminology	2	ENG0800
PDR1502	Stark	Digital Reporting Applications	<u>2</u>	PDR1501
		Total Credits	**17**	