

 <p>Stark State COLLEGE</p> <p>CLARK STATE COMMUNITY COLLEGE</p> <p>MAP MY ACADEMIC PLAN</p>	<p>CAREER ENHANCEMENT CERTIFICATE</p> <p>PROFESSIONAL DIGITAL EDITOR</p> <p><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></p>	<p>2024-25 Catalog</p> <p>Effective Summer 2024</p>
	2161	

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		
JCR2300	Clark	CAT Transcript Production (Second 8-week course)	2	JCR2200	
ITD102	Stark	Computer Applications – Word^ (Second 8-week course)	1	ITD100 or Proficiency	
MST1105	Clark	Medical Terminology (Second 8-week course)	2	ENG0800	
PDE1402	Clark	Digital Editing Applications (Second 8-week course)	2	JCR2200	
TOTAL CREDIT HOURS			16		

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.

<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	
<u>Second 8 Weeks</u>				
AOT130 (Cont'd)	Stark	Editing, Proofreading & Language Skills	-	
JCR2300	Clark	CAT Transcript Production	2	JCR2200
ITD102	Stark	Computer Application – Word^	1	ITD100 or Proficiency
MST1105	Clark	Medical Terminology	2	ENG0800
PDE1402	Clark	Digital Editing Applications	2	JCR2200
Total Credits			16	

^Based upon SSC placement score