



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. 3357:15-13-28.

2024-25 Catalog

Effective Summer 2024

**2158**

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	
<b>Total</b>			<b>34</b>		
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	Pre: Appropriate Placement; Pre/Co: ENG 0980 grade of C↑	
ENG2211	Clark	Business Communication	3	ENG 1111 or OAD 1105	
ITD122	Stark	Computer Applications for Professionals^*	3	ITD100 or Proficiency	
JCR131	Stark	Legal Terminology	3		
MTH1060	Clark	Business Math	3	Pre/Co: ENG 0980 grade of C↑; NextGen Accuplacer math score of 220↑	
PHL122	Stark	Ethics	3		
	Clark	Social/Behavioral Science Elective	3		
<b>Total</b>			<b>31</b>		
<b>TOTAL CREDIT HOURS</b>			<b>65</b>		

^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	<b>Clark</b>	College Readiness	1	<i>Take first semester</i>
		<b>or</b>	<b>or</b>	
SSC101	<b>Stark</b>	Student Success Seminar^^	1	<i>Take first semester</i>
JCR1001	<b>Clark</b>	Realtime Theory I (8-week)	3	
JCR1002	<b>Stark</b>	Realtime Theory II (8-week)	3	JCR1001
ENG1111	<b>Clark</b>	English 1	<u>3</u>	Pre: Appropriate Placement; Pre/Co: ENG 0980 grade of C↑
			<b>10</b>	
<u>Second Semester</u>				
JCR1003	<b>Clark</b>	Realtime Theory Applications (8-week)	3	JCR1002
JCR1101	<b>Clark</b>	Skill Building I (8-week)	3	
JCR131	<b>Stark</b>	Legal Terminology	<u>3</u>	
			<b>9</b>	
<u>Third Semester</u>				
JCR1102	<b>Stark</b>	Skill Building II (8 week)	3	JCR1101
BIO125	<b>Stark</b>	Medical Terminology	<u>3</u>	
			<b>6</b>	
<u>Fourth Semester</u>				
JCR2103	<b>Clark</b>	Skill Building III (8 week)	3	JCR1102
JCR2104	<b>Stark</b>	Skill Building IV (8-week)	3	JCR2103
MTH1060	<b>Clark</b>	Business Math	<u>3</u>	Pre/Co: ENG 0980 grade of C↑; NextGen Accuplacer math score of 220↑
			<b>9</b>	
<u>Fifth Semester</u>				
JCR2105	<b>Clark</b>	Skill Building V (8-week)	3	JCR2104
JCR2106	<b>Stark</b>	Skill Building VI (8-week)	3	JCR2105
AOT130	<b>Stark</b>	Editing, Proofreading and Language Skills	<u>3</u>	
			<b>9</b>	
<u>Sixth Semester</u>				
JCR2200	<b>Clark</b>	Realtime Business Procedures	3	
AOT121	<b>Stark</b>	Keyboarding/Formatting^	3	AOT101 or Proficiency
ENG2211	<b>Clark</b>	Business Communication	<u>3</u>	ENG 1111 or OAD 1105
			<b>9</b>	
<u>Seventh Semester</u>				
	<b>Clark</b>	Social/Behavior Science Elective	3	
JCR2300	<b>Clark</b>	CAT Transcript Production	2	JCR2200
ITD122	<b>Stark</b>	Computer Applications for Professionals^*	<u>3</u>	ITD100 or Proficiency
			<b>8</b>	
<u>Eighth Semester</u>				
JCR2400	<b>Stark</b>	JCR Internship	2	<i>Department Chair approval</i>
PHL122	<b>Stark</b>	Ethics	<u>3</u>	
			<b>5</b>	
		<b>TOTAL CREDITS</b>	<b>65</b>	

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