

**STARK STATE COLLEGE OF TECHNOLOGY
ADMINISTRATIVE OFFICE PROFESSIONAL-2106
LEGAL ASSISTING 1+1 TECHNICAL CERTIFICATE
SUGGESTED COURSE SEQUENCE**

Put the Year/Semester You Complete Each Course in the Block Provided.

Semester I	Semester II
yr/sem _____ Keyboarding/ Formatting AOT 121 3	yr/sem _____ Business Math BUS123 4
yr/sem _____ Business Student Success Seminar BUS101* 1	yr/sem _____ Legal Office Applications AOT 237 3
yr/sem _____ College Composition ENG 124 3	yr/sem _____ Business Law and Ethics ACC 130 3
yr/sem _____ Legal Office Procedures AOT 224 3	yr/sem _____ Legal Transcription AOT 239 3
yr/sem _____ Legal Terminology IRT 131 3	yr/sem _____ Business Communication ENG 230 3
yr/sem _____ Integrated Solutions for Business Problem Solving BCA 220 4	yr/sem _____ Word Processing Microsoft Word AOT 127 3
17	19

36 TOTAL CREDIT HOURS

Shaded boxes indicate courses that contain content for Microsoft Computer Application Specialist (MCAS) certification.

Students must complete an application upon completion of courses in the certificate program. Applications may be obtained from the department chair of the Administrative Office Technologies Department.

* Course required of new students beginning Spring semester 2010.

Successful completion of AOT 102, 104, 105 and 106 is equivalent to and may be substituted for BCA 120

Proper course placement is critical to success in learning. Business Technology students are expected to have completed all required college assessment tests and any defined developmental courses prior to registering for technical courses.

NOTE: Every course **MAY** not be offered every semester. Please plan accordingly.

NAME _____
 SS# _____

PROGRAM Legal Assisting 1+1 Technical Certificate – 2106
 ADVISOR _____

COURSE REQUIREMENTS AND PREREQUISITES

TECHNICAL Course No. Course Name		CR	Taken Yr/Semester	Course No.	PREREQUISITE Course Name
OAD224	LEGAL OFFICE PROCEDURES	3		OAD121 & OAD130	Keyboarding/Formatting & Comm. Trans. Skills
OAD121	KEYBOARDING/FORMATting	3			Knowledge Of Keyboard
BCA220	INTEGRATED SOLUTIONS FOR BUSINESS PROBLEM SOLVING	4		BCA120 OR proficiency in Office 2007	Business Computer Applications OR proficiency in Office 2007
OAD127	WORD PROCESSING MS WORD	3		OAD121 & BCA120 OR proficiency in Office 2007	Keyboarding/Formatting & Business Computer Applications OR proficiency in Office 2007
IRT131	LEGAL TERMINOLOGY	3			None
OAD239	LEGAL TRANSCRIPTION	3		OAD130 & OAD129	Comm. Trans. Skills & Keyboarding/Skillbuilding (co-req)
OAD237	LEGAL OFFICE APPLICATIONS	3		OAD239 & OAD224	Legal Transcription & Legal Office Procedures
BUS101	BUSINESS STUDENT SUCCESS SEMINAR	1			All first-semester BTD students and any student who changes major to a BTD degree or certificate program
TOTAL		23			
Non-Technical					
BUS123	BUSINESS MATH	4		MTH 101	Intro. To Algebra Or Proficiency
ACC130	BUSINESS LAW AND ETHICS	3			None
ENG124	COLLEGE COMPOSITION	3		ENG100 OR ENG103 OR ENG105	ACT or COMPASS score or College Writing I, II, or III and Stark State writing course department assessment
ENG230	BUSINESS COMMUNICATION	3		ENG 124	College Composition
TOTAL		13			
TOTAL SEMESTER CREDITS		36			

Comments/Notes

Student's Signature

Date

_____	_____	_____
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