



# ONE-YEAR CERTIFICATE LEGAL ASSISTING

**1920 Catalog**  
Effective Summer 2019

**2106**

*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.*

*Business and Information Technology Division*

*Digital Media and Administrative Technologies Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 <b>or</b> Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading, and Language Skills	3		
AOT224	Legal Office Procedures	3	AOT121 <b>and</b> AOT130	
AOT237	Legal Office Applications	3	AOT239 <b>and</b> AOT224	
AOT239	Legal Transcription	3	AOT130 <b>and</b> pre-co-AOT129	
JCR131	Legal Terminology	3		
<b>Total</b>		<b>22</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar <sup>^^</sup>	1	<i>Take first semester</i>	
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
MTH108 <b>or</b> MTH124	Explorations in Modern Mathematics <sup>^</sup> <b>or</b> Statistics <sup>^</sup> Ω	3 <b>or</b> 3	<i>Check for prerequisites</i>	
PSC123	Government and Legal Ethics <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
SOC225	Cultural Diversity	3		
<b>Total</b>		<b>13</b>		
<b>TOTAL CREDIT HOURS</b>		<b>35</b>		

<sup>^</sup>Based on SSC placement score

Ω MTH124 should only be taken by students planning to transfer to a four-year institution.

<sup>^^</sup>To promote student success, this course should be taken in the first semester

## FULL-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 students seeking a one-year certificate.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
AOT121	Keyboarding/Formatting	3	AOT101 <b>or</b> Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
PSC123	Government and Legal Ethics^	3	IDS102 or Proficiency
JCR131	Legal Terminology	<u>3</u>	
		<b>16</b>	
<u>Second Semester</u>			
AOT224	Legal Office Procedures	3	AOT121 <b>and</b> AOT130
AOT129	Keyboarding Skill Building	1	AOT121
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
MTH108	Explorations in Modern Mathematics^	3	
<b>or</b>	<b>or</b>	<b>or</b>	<i>Check for prerequisites</i>
MTH124	Statistics^ Ω	3	
AOT239	Legal Transcription	<u>3</u>	AOT130 <b>and</b> pre-co-AOT129
		<b>13</b>	
<u>Third Semester (Summer)</u>			
AOT237	Legal Office Applications	3	AOT239 <b>and</b> AOT224
SOC225	Cultural Diversity	<u>3</u>	
		<b>6</b>	
	<b>TOTAL CREDITS</b>	<b>35</b>	

^Based on SSC placement score

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^^To promote student success, this course should be taken in the first semester