



ASSOCIATE OF APPLIED BUSINESS

LEGAL ASSISTING

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.

2021 Catalog

Effective Summer 2020

2105

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 [^]	3	AOT101 or Proficiency	
AOT127	Word Processing – Microsoft Word [^]	3	ITD100 or Proficiency	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading and Language Skills	3		
AOT224	Legal Office Procedures ^{▲+}	3	AOT121 and AOT130	
AOT226	Spreadsheet - Microsoft Excel [^]	3	ITD100 or Proficiency	
AOT235	Legal Research and Writing ^{▲-}	3		
AOT237	Legal Office Applications ^{▲-}	3	AOT239 and AOT224	
AOT239	Legal Transcription ^{▲+}	3	AOT130 and pre-co-AOT129	
JCR131	Legal Terminology ^{▲+}	3		
PSC122	Introduction to Law and the Legal System ^{^▲-}	3	IDS102 or Proficiency	
Total		31		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
AOT132	Records Management [^]	3	IDS102 or Proficiency	
AOT232	AOT Practicum ^{+++▲+}	2	AOT227 or AOT237 or AOT228	
ACC121	Principles of Accounting	3		
BUS121 or PSC221	Business Administration [^] or State and Local Government ^{▲+}	3 or 3	IDS102 or Proficiency or PSC121	
COM121	Effective Speaking	3		
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
ITD108	Microsoft Outlook [^]	1	IDS102 or Proficiency	
MTH108 or MTH124	Explorations in Modern Mathematics [^] or Statistics ^{^Ω}	3 or 3	<i>Check for prerequisites</i>	
PSC121	Political Science	3		
PSC123	Government and Legal Ethics ^{^▲+}	3	IDS102 or Proficiency	
	<i>Select one (1) Arts & Humanities Elective from the list below^l</i>	3	<i>Check for prerequisites</i>	
Total		31		
TOTAL CREDIT HOURS		62		

[^]Based on SSC placement score

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

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

⁺⁺⁺Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

^{▲+} Spring only courses. Please see your academic advisor for availability.

^{▲-} Fall only courses. Please see your academic advisor for availability.

^lArts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122

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.

<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 or Co-ENG011 or Proficiency
AOT130	Editing, Proofreading and Language Skills	<u>3</u> 7	
<u>Second Semester</u>			
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
	<i>Select one (1) Arts & Humanities Elective from the list below¹</i>	3	<i>Check for prerequisites</i>
JCR131	Legal Terminology ▲+	<u>3</u> 9	
<u>Third Semester</u>			
PSC122	Introduction to Law and the Legal System^ ▲-	3	
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
AOT129	Keyboarding Skill Building	<u>1</u> 7	AOT121
<u>Fourth Semester</u>			
AOT239	Legal Transcription ▲+	3	AOT130 and pre-co-AOT129
AOT224	Legal Office Procedures ▲+	3	AOT121 and AOT130
AOT132	Records Management^	<u>3</u> 9	IDS102 or Proficiency
<u>Fifth Semester</u>			
COM121	Effective Speaking	3	
MTH108	Explorations in Modern Mathematics^	3	
or	or	or	<i>Check for prerequisites</i>
MTH124	Statistics^ Ω	3	
AOT237	Legal Office Applications ▲-	<u>3</u> 9	AOT239 and AOT224
<u>Sixth Semester</u>			
PSC123	Government and Legal Ethics^ ▲+	3	IDS102 or Proficiency
PSC121	Political Science	3	
ACC121	Principles of Accounting	<u>3</u> 9	
<u>Seventh Semester</u>			
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency
AOT235	Legal Research and Writing ▲-	<u>3</u> 7	
<u>Eighth Semester</u>			
BUS121	Business Administration^	3	IDS102 or Proficiency
or	or	or	or
PSC221	State and Local Government ▲+	<u>3</u>	PSC121
AOT232	AOT Practicum+++ ▲+	2	AOT227 or AOT237 or AOT228
	TOTAL CREDITS	5 62	

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

+++Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

▲+ Spring only courses. Please see your academic advisor for availability.

▲- Fall only courses. Please see your academic advisor for availability.

¹Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122