



ONE-YEAR CERTIFICATE LEGAL ASSISTING

2021 Catalog
Effective Summer 2020

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.

2106

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	
AOT237	Legal Office Applications ▲-	3	AOT239 and AOT224	
AOT239	Legal Transcription ▲+	3	AOT130 and pre-co-AOT129	
JCR131	Legal Terminology ▲+	3		
Total		22		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
MTH108 or MTH124	Explorations in Modern Mathematics [^] or Statistics ^{^ Ω}	3 or 3	<i>Check for prerequisites</i>	
PSC123	Government and Legal Ethics ^{^▲+}	3	IDS102 or Proficiency	
	<i>Select one (1) Arts & Humanities Elective from the list below¹</i>	3	<i>Check for prerequisites</i>	
Total		13		
TOTAL CREDIT HOURS		35		

[^]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

▲+ 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

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 or Co-ENG011 or Proficiency
AOT121	Keyboarding/Formatting	3	AOT101 or Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
AOT127	Word Processing – Microsoft Word^	<u>3</u>	ITD100 or Proficiency
		13	
<u>Second Semester</u>			
PSC123	Government and Legal Ethics^▲+	3	IDS102 or Proficiency
JCR131	Legal Terminology▲+	3	
AOT224	Legal Office Procedures▲+	3	AOT121 and AOT130
AOT129	Keyboarding Skill Building	1	AOT121
MTH108	Explorations in Modern Mathematics^	3	
or	or	or	<i>Check for prerequisites</i>
MTH124	Statistics^ Ω	3	
AOT239	Legal Transcription▲+	<u>3</u>	AOT130 and pre-co-AOT129
		16	
<u>Third Semester</u>			
AOT237	Legal Office Applications▲-	3	AOT239 and AOT224
	<i>Select one (1) Arts & Humanities Elective from the list below¹</i>	<u>3</u>	<i>Check for prerequisites</i>
		6	
	TOTAL CREDITS	35	

^^Based on SSC placement score

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