
 <b>Stark State</b> COLLEGE  	<b>ONE-YEAR CERTIFICATE</b>  <b>LEGAL ASSISTING</b>  <i>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.</i>	<b>2021-22 Catalog</b> Effective Summer 2021
	<b>2106</b>	

*Business and Information Technology Division*

*Digital Media and Administrative Technologies Department*

<b>TECHNICAL Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Pre- and Co-Requisites</b>	<b>Completed Sem./Year</b>
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 <b>or</b> Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 or Proficiency	
AOT129	Keyboarding Skill Building	1	AOT121	
AOT130	Editing, Proofreading, and Language Skills	3		
AOT224	Legal Office Procedures <sup>▲+</sup>	3	AOT121 <b>and</b> AOT130	
AOT235	Legal Research and Writing	3		
AOT239	Legal Transcription <sup>▲+</sup>	3	AOT130 <b>and</b> pre-co-AOT129	
JCR131	Legal Terminology <sup>▲+</sup>	3		
<b>Total</b>		<b>22</b>		
<b>NON-TECH Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Pre- and Co-Requisites</b>	<b>Completed Sem./Year</b>
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	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 or Proficiency	
PSC123	Government and Legal Ethics <sup>^▲+</sup>	3	IDS102 <b>or</b> Proficiency	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>1</sup></i>	3	<i>Check for prerequisites</i>	
<b>Total</b>		<b>11</b>		
<b>TOTAL CREDIT HOURS</b>		<b>33</b>		

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

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

<sup>▲+</sup> Spring only courses. Please see your academic advisor for availability.

<sup>1</sup>Arts & 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 students who plan to finish in four 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 <b>or</b> Co-ENG011 <b>or</b> Proficiency
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
AOT130	Editing, Proofreading and Language Skills	<u>3</u>	
		<b>10</b>	
<u>Second Semester</u>			
AOT129	Keyboarding Skill Building	1	AOT121
AOT224	Legal Office Procedures▲+	3	AOT121 <b>and</b> AOT130
AOT239	Legal Transcription▲+	<u>3</u>	AOT130 <b>and</b> pre-co-AOT129
		<b>7</b>	
<u>Third Semester</u>			
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency
AOT235	Legal Research and Writing	<u>3</u>	
		<b>7</b>	
<u>Fourth Semester</u>			
JCR131	Legal Terminology▲+	3	
PSC123	Government and Legal Ethics^▲+	3	IDS102 <b>or</b> Proficiency
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>1</sup></i>	<u>3</u>	<i>Check for prerequisites</i>
		<b>9</b>	
	<b>TOTAL CREDITS</b>	<b>35</b>	

^Based on SSC placement score

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

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

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