



## ASSOCIATE OF APPLIED SCIENCE

# Government and Legal Studies

*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.*

**2023-24 Catalog**

Effective Summer 2023

**1310**

*Health and Public Services Division*

*Human Services and Justice Studies Department*

| TECHNICAL<br>Course Number    | Course Title  | Credits                           | Pre- and Co-Requisites                                    | Completed<br>Sem./Year |
|-------------------------------|---|-----------------------------------|---|------------------------|
| AOT226                        | Spreadsheet Microsoft Excel <sup>^</sup>                                    | 3                                 | ITD100 <b>or</b> Proficiency                              |                        |
| AOT235                        | Legal Research and Writing  | 3                                 |   |                        |
| COM123                        | Small Group Communication <sup>^</sup>                                      | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| ENG230                        | Business Communication  | 3                                 | ENG124  |                        |
| PSC123                        | Government and Legal Ethics <sup>^</sup>                                    | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| PSC122                        | Introduction to Law and the Legal System <sup>^</sup>                       | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| HJS250                        | Human Services and Justice Studies Practicum and Seminar                    | 3                                 | CJS240 <b>or</b> GLS123 <b>or</b> SWK130 <b>or</b> CDC222 |                        |
| PSC221                        | State and Local Government  | 3                                 | PSC121  |                        |
| PSC222                        | Public Policy   | 3                                 | PSC121  |                        |
| PSY124                        | Industrial and Organizational Psychology                                    | 3                                 |   |                        |
| <b>Total</b>                  |   | <b>30</b>                         |   |                        |
| NON-TECH<br>Course Number     | Course Title  | Credits                           | Pre- and Co-Requisites                                    | Completed<br>Sem./Year |
| SSC101                        | Student Success Seminar <sup>^^</sup>                                       | 1                                 | <i>Take first semester</i>                                |                        |
| AOT130                        | Editing, Proofreading, and Language Skills                                  | 3                                 |   |                        |
| AOT132                        | Records Management <sup>^</sup> ▲+  | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| COM121                        | Effective Speaking  | 3                                 |   |                        |
| ENG124                        | College Composition <sup>^</sup>  | 3                                 | Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency       |                        |
| ITD122                        | Computer Applications for Professionals <sup>^</sup>                        | 3                                 | ITD100 <b>or</b> Proficiency                              |                        |
| PSC121                        | U.S. Government and Politics  | 3                                 |   |                        |
| PSY121                        | General Psychology <sup>^</sup>   | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| SOC225                        | Diversity in American Society   | 3                                 | IDS102 <b>or</b> Proficiency                              |                        |
| BIO126                        | Science, Energy, & the Environment (lab)                                    | 4                                 |   |                        |
| MTH124<br><b>or</b><br>MTH118 | Statistics <sup>^</sup><br><b>or</b><br>Quantitative Reasoning <sup>^</sup> | <b>3</b><br><b>or</b><br><b>3</b> | <i>Check for prerequisites</i>                            |                        |
| <b>Total</b>                  |   | <b>32</b>                         |   |                        |
| <b>TOTAL CREDIT HOURS</b>     |   | <b>62</b>                         |   |                        |

<sup>^</sup>Based upon SSC placement scores.

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

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

## PART-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make appointments to meet with their advisors before registering for classes each semester. The student should determine his or her course preferences for the semester 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>                               |
| AOT130                  | Editing, Proofreading, and Language Skills               | 3                   |   |
| PSC122                  | Introduction to Law and the Legal System^                | <u>3</u>            | IDS102 <b>or</b> Proficiency                              |
|                         |  | <b>7</b>            |   |
| <u>Second Semester</u>  |  |                     |   |
| PSC121                  | U.S. Government and Politics                             | 3                   |   |
| ENG124                  | College Composition^                                     | 3                   | Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency       |
| MTH124                  | Statistics^  | 3                   |   |
| <b>or</b>               | <b>or</b>  | <b>or</b>           | <i>Check for prerequisites</i>                            |
| MTH118                  | Quantitative Reasoning^                                  | <u>3</u>            |   |
|                         |  | <b>9</b>            |   |
| <u>Third Semester</u>   |  |                     |   |
| ITD122                  | Computer Applications for Professionals^                 | 3                   | ITD100 <b>or</b> Proficiency                              |
| PSY121                  | General Psychology^                                      | <u>3</u>            | IDS102 <b>or</b> Proficiency                              |
|                         |  | <b>6</b>            |   |
| <u>Fourth Semester</u>  |  |                     |   |
| AOT132                  | Records Management^ ▲ +                                  | 3                   | IDS102 <b>or</b> Proficiency                              |
| COM121                  | Effective Speaking                                       | 3                   |   |
| PSC123                  | Government and Legal Ethics^                             | <u>3</u>            | IDS102 <b>or</b> Proficiency                              |
|                         |  | <b>9</b>            |   |
| <u>Fifth Semester</u>   |  |                     |   |
| AOT226                  | Spreadsheet Microsoft Excel^                             | 3                   | ITD100 <b>or</b> Proficiency                              |
| ENG230                  | Business Communication                                   | 3                   | ENG124  |
| PSC222                  | Public Policy  | <u>3</u>            | PSC121  |
|                         |  | <b>9</b>            |   |
| <u>Sixth Semester</u>   |  |                     |   |
| PSC221                  | State and Local Government                               | 3                   | PSC121  |
| SOC225                  | Diversity in American Society                            | <u>3</u>            | IDS102 <b>or</b> Proficiency                              |
|                         |  | <b>6</b>            |   |
| <u>Seventh Semester</u> |  |                     |   |
| AOT235                  | Legal Research and Writing                               | 3                   |   |
| BIO126                  | Science, Energy, and the Environment (lab)               | <u>4</u>            |   |
|                         |  | <b>7</b>            |   |
| <u>Eighth Semester</u>  |  |                     |   |
| COM123                  | Small Group Communication^                               | 3                   | IDS102 <b>or</b> Proficiency                              |
| HJS250                  | Human Services and Justice Studies Practicum and Seminar | 3                   | CJS240 <b>or</b> GLS123 <b>or</b> SWK130 <b>or</b> CDC222 |
| PSY124                  | Industrial and Organizational Psychology                 | <u>3</u>            |   |
|                         |  | <b>9</b>            |   |
|                         | <b>TOTAL CREDITS</b>                                     | <b>62</b>           |   |

See page one for footnotes

