



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

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Health and Public Services Division

Human Services and Justice Studies Department

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

[^]Based upon SSC placement scores.

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

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

FULL-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 full-time associate degree students who plan to finish in two years.

<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^	3	IDS102 or Proficiency
PSC121	U.S. Government and Politics	3	
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
MTH124	Statistics^	3	
or	or	or	<i>Check for prerequisites</i>
MTH118	Quantitative Reasoning^	<u>3</u>	
		16	
<u>Second Semester</u>			
AOT132	Records Management^ ▲+	3	IDS102 or Proficiency
COM121	Effective Speaking	3	
PSC123	Government and Legal Ethics^	3	IDS102 or Proficiency
ITD122	Computer Applications for Professionals^	3	ITD100 or Proficiency
PSY121	General Psychology^	<u>3</u>	IDS102 or Proficiency
		15	
<u>Third Semester</u>			
AOT226	Spreadsheet Microsoft Excel^	3	ITD100 or Proficiency
ENG230	Business Communication	3	ENG124
PSC222	Public Policy	3	PSC121
PSC221	State and Local Government	3	PSC121
SOC225	Diversity in American Society	<u>3</u>	IDS102 or Proficiency
		15	
<u>Fourth Semester</u>			
AOT235	Legal Research and Writing	3	
BIO126	Science, Energy, and the Environment (lab)	4	
COM123	Small Group Communication^	3	IDS102 or Proficiency
HJS250	Human Services and Justice Studies Practicum and Seminar	3	CJS240 or GLS123 or SWK130 or CDC222
PSY124	Industrial and Organizational Psychology	<u>3</u>	
		16	
	TOTAL CREDITS	62	

Please see footnotes on page one