



# ONE-YEAR CERTIFICATE LEGAL ASSISTING

**2024-25 Catalog**  
Effective Summer 2024

*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, Engineering, and Information Technologies Division*

*Digital Media and Administrative Technologies Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT121	Keyboarding/Formatting <sup>^</sup>	3	AOT101 <b>or</b> Proficiency	
AOT127	Word Processing – Microsoft Word <sup>^</sup>	3	ITD100 <b>or</b> 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 <sup>▲-</sup>	3		
AOT239	Legal Transcription <sup>▲+</sup>	3	AOT130 <b>and</b> pre-co-AOT129	
JCR131	Legal Terminology	3		
<b>Total</b>		<b>22</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
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 <b>or</b> 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> Fall only courses. Please see your academic advisor for availability.

<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

*The classes in this certificate also apply toward the completion of a Legal Assisting Degree (2105).*

## 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 <b>or</b> Co-ENG011 <b>or</b> Proficiency
ITD108	Microsoft Outlook^	1	IDS102 <b>or</b> Proficiency
AOT121	Keyboarding/Formatting	3	AOT101 <b>or</b> Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
AOT127	Word Processing – Microsoft Word^	3	ITD100 or Proficiency
AOT235	Legal Research and Writing▲-	<u>3</u>	
		<b>17</b>	
<u>Second Semester</u>			
PSC123	Government and Legal Ethics^▲+	3	IDS102 <b>or</b> Proficiency
JCR131	Legal Terminology	3	
AOT224	Legal Office Procedures▲+	3	AOT121 <b>and</b> AOT130
AOT129	Keyboarding Skill Building	1	AOT121
AOT239	Legal Transcription▲+	3	AOT130 <b>and</b> pre-co-AOT129
<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>l</sup></i>		<u>3</u>	<i>Check for prerequisites</i>
		<b>16</b>	
<b>TOTAL CREDITS</b>		<b>33</b>	

^Based on SSC placement score

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

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

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

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