ASSOCIATE OF APPLIED BUSINESS

LEGAL ASSISTING

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.

Stark State COLLEGE

MAP MY ACADEMIC PLAN

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	Office Document Concepts	3		
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	pre-co-AOT130	
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 **or** Proficiency	
AOT235	Legal Research and Writing▲-	3		
AOT237	Legal Office Applications▲-	3	AOT239 **and** AOT224	
AOT239	Legal Transcription▲+	3	AOT130 **and** pre-co-AOT129	
JCR131	Legal Terminology	3		
PSC122	Introduction to Law and the Legal System^	3	IDS102 **or** Proficiency	
	Total	**31**		

NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar^^	1	*Take first semester*	
AOT132	Records Management^▲+	3	IDS102 **or** Proficiency	
AOT232	AOT Practicum+++▲+	2	AOT227 **or** AOT237 **or** AOT228	
ACC121	Introduction to Accounting	3		
BUS121 **or** PSC221	Business Administration^ **or** State and Local Government▲-	3 **or** 3	IDS102 **or** Proficiency **or** IDS102 **or** Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition^	3	Co-ENG024 **or** Co-ENG011 **or** Proficiency	
ITD108	Microsoft Outlook^	1	IDS102 **or** Proficiency	
MTH118 **or** MTH124	Quantitative Reasoning^ **or** Statistics^ Ω	3 **or** 3	*Check for prerequisites*	
PSC121	U.S. Government and Politics	3		
PSC123	Government and Legal Ethics^▲+	3	IDS102 **or** Proficiency	
	Select one (1) Arts & Humanities Elective from the list below[1]	3	*Check for prerequisites*	
	Total	**31**		
	TOTAL CREDIT HOURS	**62**		

^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

+++Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228

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

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

[1]Arts & Humanities Electives: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122

Students completing this degree may be eligible to also receive a Legal Assisting One-Year Certificate (2106).

FULL-TIME STUDENT ADVISING NOTES

<u>Academic Advising</u>
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.

<u>Course Sequence</u>
The semester-by-semester listing below provides the normal scheduling option for full-time associate degree students who plan to finish in two years.

First Semester		Credit Hours	Pre- and Co-requisites
SSC101	Student Success Seminar^^	1	*Take first semester*
ENG124	College Composition^	3	Co-ENG024 **or** Co-ENG011 **or** Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
AOT121	Office Document Concepts	3	
PSC122	Introduction to Law and the Legal System^	3	IDS102 **or** Proficiency
AOT127	Word Processing – Microsoft Word^	3	ITD100 **or** Proficiency
		16	
Second Semester			
JCR131	Legal Terminology	3	
PSC121	U.S. Government and Politics	3	
AOT129	Keyboarding Skill Building	1	AOT121
AOT239	Legal Transcription▲+	3	AOT130 **and** pre-co-AOT129
AOT224	Legal Office Procedures▲+	3	pre-co-AOT130
MTH118	Quantitative Reasoning^	3	
or	**or**	**or**	*Check for prerequisites*
MTH124	Statistics^ Ω	3	
		16	
Third Semester			
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 **or** Proficiency
AOT237	Legal Office Applications▲-	3	AOT239 **and** AOT224
BUS121	Business Administration^	3	IDS102 **or** Proficiency
or	**or**	**or**	**or**
PSC221	State and Local Government▲-	3	IDS102 **or** Proficiency
AOT235	Legal Research and Writing▲-	3	
ITD108	Microsoft Outlook^	1	IDS102 **or** Proficiency
ACC121	Introduction to Accounting	3	
		16	
Fourth Semester			
COM121	Effective Speaking	3	
AOT132	Records Management^▲+	3	IDS102 **or** Proficiency
AOT232	AOT Practicum+++▲+	2	AOT227 **or** AOT237 **or** AOT228
PSC123	Government and Legal Ethics^▲+	3	IDS102 **or** Proficiency
	Select one (1) Arts & Humanities Elective from the list below[1]	3	*Check for prerequisites*
		14	
	TOTAL CREDITS	**62**	

^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
+++Legal Assisting should complete AOT237; AOP students should take AOT227; AOP Virtual students should take AOT228
▲+ Spring only courses. Please see your academic advisor for availability.
▲- Fall only courses. Please see your academic advisor for availability.
[1]<u>Arts & Humanities Electives</u>: ENG233, ENG234, ENG235, ENG236, ENG237, ENG241, HIS121, HIS122, HIS221, HIS222, PHL122