VH **BUSINESS**

Administrative Support Technology - Specialization in Legal Assisting/Paralegal

Associate of Applied Science Degree

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Length: Four Semesters (two years)

Purpose: The curriculum is designed to provide an individual with a sufficient level of knowledge, understanding, and proficiency to perform specific tasks in a legal environment. A legal assistant will have a basic understanding of the general processes of American law, and will have the knowledge and proficiency to perform specific tasks under the supervision of a lawyer.

Occupational Objectives: The Administrative Support Technology with a Specialization in Legal Assisting/Paralegal will help prepare you for a wide range of entry level positions in the legal fields with opportunities in: Law Firms, Private Corporations, Mortgage Companies, Government, Banks, Administrative Agencies, Title Insurance Companies

Admissions Requirements: In addition to the admission requirements established for the college, entry into the Associate of Applied Science Degree curriculum in Administrative Support Technology requires proficiency in high school English and mathematics. Students who are not proficient in English and mathematics will be required to correct their deficiencies in developmental courses.

Advanced Placement: Students who have completed training in Office Technology courses at the high school level or who have had appropriate occupational experience may apply for advance placement with credit. Credit by examination will be the basis upon which such advance placement will be granted. Students currently holding either the CPS or PLS certification may also be granted up to 25 semester hours of credit. The student may then elect to enroll in an accelerated program to complete the AAS degree requirements in less than two years or take appropriate advanced courses for further occupational preparation.

Program Requirements: The two-year curriculum in Administrative Support Technology combines instruction in the many areas required for competence as a legal assistant in business, government, industry, law offices, and other organizations. The curriculum will include courses in Administrative Support Technology, specialized courses in legal assisting, general education and electives. Students are advised to consult with their faculty advisor and counselor in planning their programs. Upon satisfactory completion of the four semester curriculum listed below, the graduate will be awarded the Associate of Applied Science Degree in Business Technology with a major in Administrative Support Technology - Specialization in Legal Assisting/Paralegal.

Notes on Transfer: Associate of Applied Science Degree programs are designed primarily to provide occupational competence for employment entry. Upon the student's request, courses may be modified to provide possible transfer acceptability by four-year colleges and universities.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester (Fall)				
ENG 111	College Composition I	3	0	3
SDV 101	Orientation to College Success	1	0	1
AST 101	Keyboarding I[1]	4	0	4
MTH 132	Business Mathematics	3	0	3
LGL 110	Intro to Law and the Legal Assistant	3	0	3
AST 107	Proofreading and Editing	3	0	3
	Total	**17**	**0**	**17**

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Second Semester (Spring)				
AST 102	Keyboarding II[2]	4	0	4
AST 137	Records Management	3	0	3
LGL 127	Legal Research and Writing	3	0	3
AST 141	Word Processing I[2]	3	0	3
EEE	Social Science Elective	3	0	3
	Total	**16**	**0**	**16**
Third Semester (Fall)				
AST 154	Voice Recognition Applications	2	0	2
AST 232	Microcomputer Office Applications[2]	3	0	3
AST 230	Intro. To Office Technology	3	0	3
AST 136	Office Record Keeping[3]	3	0	3
AST 205	Business Communications	3	0	3
AST 238	Word Processing Advanced Operations[4]	3	0	3
	Total	**17**	**0**	**17**
Fourth Semester (Spring)				
AST 236	Specialized Software Applications[5]	3	0	3
EEE	Social Science Elective	3	0	3
AST 243	Office Administration[6]	3	0	3
AST 206	Professional Development	3	0	3
EEE	Humanities Elective	3	0	3
LGL EEE	LGL Elective	3	0	3
	Total	**18**	**0**	**18**
Total Minimum Credits for AAS Degree				**68**

Footnotes:

[1]Students who pass the Keyboarding Exemption Test will be granted credit for this course. Testing date is published in the class schedule.

[2]Prerequisite- AST 101.

[3]ACC 211 should be taken in place of AST 136 if you intend to transfer.

[4]Prerequisite- AST 141.

[5]Prerequisite- AST 141. Additional recommended prerequisite- AST 238. *

[6]Prerequisite- AST 141. Additional recommended prerequisites- AST 137, AST 238, and AST 232. *

*Exceptions can be granted with faculty or division approval.

Students are urged to follow the recommended pathway for this degree when choosing electives.

Additional approved humanities and social science electives are listed at http://www.vhcc.edu/GenEdCore.