

# Legal Clerical Certificate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score

## Type of Program:

Day or night

## Type of Degree:

Certificate

## Employment Opportunities:

Private law firms, public legal agencies, business and industry

- This program develops specialized skills needed to become a general office professional in the legal field or other business areas.
- Requires a minimum grade of “C” in all AOT, OST, CPT, IST, and LEG courses.
- Exemption tests are available for some courses for a fee assessed by the college.
- Credits earned in this program may be applied to other programs in Administrative Office Technology.
- Credits earned in the AOT programs are accepted for five years. Credits earned prior to this five-year period must be documented by successful completion of the applicable exemption exam. Not all courses have exemption exams; courses without exemption exams will have to be retaken.

## Recommended Program Schedule

### *First Semester*

AOT 105	Keyboarding#	3.0
AOT 134	Office Communications	3.0
AOT 106	Keyboarding Lab I	1.0
CPT 101	Introduction to Computers*	3.0
LEG 135	Introduction to Law and Ethics	3.0

### *Second Semester*

AOT 234	Administrative Office Communications	3.0
AOT 110	Document Formatting	3.0
AOT 161	Records Management	3.0
AOT 251	Administrative Systems & Procedures	3.0
LEG 121	Business Law I	3.0
	or	
LEG 213	Family Law	

### *Third Semester*

AOT 123	Legal Transcription	3.0
AOT 143	Office Systems and Procedures	3.0

AOT 210	Document Production	3.0
IST 225	Internet Communications	3.0

**Total credit hours** **40.0**

\*General Education course

#Prerequisites: AOT 101 or keyboarding skills;  
AOT 106 is pre- or co-requisite.