

**Certificate
Legal Office Assistant (CT.AOTLA 70272)**

**Total Credit Hours: 33
Effective: Fall 2021**

Completion Plan

First Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 110 Document Formatting	3	AOT 105 Minimum grade of C	
*AOT 133 Professional Development	3		
*AOT 134 Office Communications	3	ENG 031 or equivalent Co-requisites AOT 105	
*AOT 144 Legal Office Procedures	3		
*AOT 165 Information Processing Software	3	Keyboarding skills	
*LEG 125 Introduction to the Legal System	3		
TOTAL	18		

Second Semester

	Credit Hours	Prerequisites	Recommended Term(s)
*AOT 121 Transcription	3	AOT 110 and AOT 134	
*AOT 167 Information Processing Applications	3	AOT 165	
*AOT 213 Legal Document Production	3	AOT 134 and AOT 110	
*AOT 214 Software Applications in the Law Office	3		
*AOT 267 Integrated Information Processing	3	AOT 105 MAT 033 or equivalent	
TOTAL	15		

* Courses in this program that require a minimum grade of "C."