



**CERTIFICATE IN
PRE-PARALEGAL (Phase 1)
(Day Only)**

FIRST SEMESTERC – 0 – CR

AOT 134	Office Communications**	3 – 0 – 3.0
AOT 141	Office Procedures I**	3 – 0 – 3.0
BUS 121	Business Law I**	3 – 0 – 3.0
CPT 101	Introduction to Computers**	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

SECOND SEMESTER

AOT 144	Legal Office Procedures**	3 – 0 – 3.0
AOT 133	Professional Development**	3 – 0 – 3.0
AOT 213	Legal Document Production**	3 – 0 – 3.0
AOT 214	Software Applications in the Law Office**	<u>3 – 0 – 3.0</u>
		12 – 0 – 12.0

**A grade of "C" or better is required.

Total Credits: 24.0

PROGRAM ADDITIONS: None

PROGRAM DELETIONS: None

Pre-requisites: AOT 100 = Total 3 credits or Exemption by Exam

2/7/12