

Business – Certificate/Legal Office Procedures

Certificate of Mastery

Minimum of 30 Credits

NOTE: YOU MUST WORK WITH A FACULTY ADVISOR FOR ENROLLMENT INTO THIS PROGRAM.

The certificate program allows an individual to work toward an attainable goal without taking the general education required for an associate degree. College credits earned may apply toward an Associate in Applied Science degree in Administrative Office Technology.

Program Information: The Legal Office Procedures option provides training for the individual who enjoys working in the legal professions. Students will acquire the basic skills in English grammar, legal terminology, word processing and machine transcription needed to obtain an entry-level position.

Course #	Course Name	Credits	Type	Prerequisites
<i>Suggested Freshman 1st Semester</i>				
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
FA ENGL	FACULTY APPROVED ELECTIVE FROM ENGL OR COM	3	Gen Ed	
AOT 1713	(C) BEGINNING WORD PROCESSING APPLICATIONS	3	Major	(R) (W)
AOT 1813	(C) LEGAL OFFICE PROCEDURES	3	Major	None
AOT 2443	(C) ADMINISTRATIVE OFFICE PROCEDURES	3	Major	Corequisite: (R) (W), AOT 2313, AOT 2553 or by Evaluation*
<i>Suggested Freshman 2nd Semester</i>				
BUS 2033	(C) BUSINESS COMMUNICATION	3	Support	(R) (W), ENGL 1113 or by Evaluation**
AOT 2313	(C) INTERMEDIATE WORD PROCESSING APPLICATIONS	3	Major	(R) (W), AOT 1713 or by Evaluation*
AOT 2323	(C) LEGAL TERMINOLOGY AND MACHINE TRANSCRIPTION	3	Major	(R) (W), AOT 1113, AOT 1713 or by Evaluation**
AOT 2013	(C) LEGAL BILLING	3	Major	(R) (W), Permission of Instructor
AOT 2663	(C) CAREER EDUCATION/INTERNSHIP	3	Major	(R) (W), by Evaluation*

Major Courses: (21 credit hours) Legal Office Procedures: (C)AOT 1713; (C)AOT 1813; (C)AOT 2013; (C)AOT 2313; (C)AOT 2323; (C)AOT 2443; (C)AOT 2660

General Education Courses: (6 credit hours) English: ENGL 1113; ENGL or COM Faculty Approved Elective

Support Courses: (3 credit hours) Business: BUS 2033

Notes: A Certificate of Mastery program is designed to meet the needs of an individual who wants to enter the job market following the completion of the certificate. 1 #Cooperative agreements have been established with Francis Tuttle, Moore Norman and Mid America Technology Center.

(C) These courses require a minimum of a "C" grade.