

# Business Administration - Legal Office Management: AAS

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## ***Related Programs:***

### Business Administration AAS

#### Business Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

#### Legal Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

#### Office Management

- Professional Certificate
- Office Technology Certificate
- Diploma
- AAS

The Legal Office Management Pathway includes a strong foundation of legal specialty courses and other career topics including leadership, computer applications, communication, teamwork, project development, social media, and developing your professional image.

The Office Technology Certificate will be awarded after successful completion of the first semester.

The Legal Office Professional Certificate provides the theory and practice needed to refine your skills as a legal office professional. Designed for current or former secretaries, this brief coursework will bring you up to date on legal office trends and will solidify your skills. This certificate is awarded after completion of ADM-186, ADM-198, LGL-173, LGL-280, and PRL-284.

The Office Professional Diploma will be awarded after successful completion of the first two semesters.

Coursework in this option prepares you for Microsoft Office Specialist® certification. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

## **Where will this take me?**

Human Resource Manager

Marketing, Advertising & Public Relations Manager

Office Manager

*Southeastern Community College values diversity in all its forms. Please visit <https://www.scciowa.edu/non-discrimination-statement.aspx> to view our non-discrimination statement.*

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

## **Instructor and Staff**

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MA, Western Illinois University

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## West Burlington Campus (Keokuk campus offers select courses)

### Program Requirements

Fall Semester I	Credit
ADM-103 OFFICE TECHNOLOGY	2
ADM-117 KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-133 BUSINESS MATH AND CALCULATORS	3
ADM-162 OFFICE PROCEDURES	3
ENG-131 BUSINESS ENGLISH	3
SMM-108 SOCIAL MEDIA ENGAGEMENT	3
Semester Total.....	17

Spring Semester I	Credit
ADM-120 ADVANCED DOCUMENT PRODUCTION	3
ADM-171 RECORDS MANAGEMENT	2
BUS-121 BUSINESS COMMUNICATIONS	3
BUS-931 JOB SHADOW	1
CSC-110 INTRODUCTION TO COMPUTERS	3
HUM-287 LEADERSHIP DEVELOPMENT STUDIES	3
Semester Total.....	15

Fall Semester II	Credit
ADM-198 LEGAL TERMINOLOGY	2
ADM-230 INTEGRATED OFFICE PROJECTS	3
LGL-173 LEGAL ASSISTANT LITIGATION	3
MAT-110 MATH FOR LIBERAL ARTS	3
SOC-114 CONFLICT RESOLUTION IN THE WORKPLACE	3
SPC-112 PUBLIC SPEAKING	3
Semester Total.....	17

Spring Semester II	Credit
ADM-186 LEGAL DOCUMENTS	2
ADM-235 ADVANCED INTEGRATED OFFICE PROJECTS	3
BUS-290 EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1
BUS-932 BUSINESS INTERNSHIP	3
LGL-280 LEGAL CASE STUDIES	3
PRL-284 LEGAL ETHICS	2
Semester Total.....	14

Program Total..... 63