

Business Administration - Legal Office Management: Legal Office Professional Certificate

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 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.

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

Instructor and Staff

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Southeastern Community College values diversity in all its forms. Please visit <https://www.sccciowa.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.sccciowa.edu/admissions/costaid/finaid/gainemp.aspx>

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester	Credit
ADM-198 LEGAL TERMINOLOGY	2
LGL-173 LEGAL ASSISTANT LITIGATION	3
Semester Total.....	5

Spring Semester	Credit
ADM-186 LEGAL DOCUMENTS	2
LGL-280 LEGAL CASE STUDIES	3
PRL-284 LEGAL ETHICS	2
Semester Total.....	7

Program Total..... 12