

Business Administration - Legal Office Management Pathway: 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.

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.

Office Technology certificate awarded after ADM-103, ADM-117, ADM-181, SMM-108.

Office Support certificate awarded after ADM-120, ADM-162, ADM-181, ADM-230.

Office Professional diploma awarded after completion of all courses listed in Fall I and Spring I of Business Office Management or Legal Office Management pathway.

*Certificates and diploma can be earned one time.

Where will this take me?

Human Resource Manager
Marketing, Advertising & Public Relations Manager
Office Manager

Instructor and Staff

Trisha Hopper
Assistant Professor
(319) 208-5000 ext. 5212
thopper@scciowa.edu
AA Carl Sandburg College
BA, Western Illinois University

Kevin Rosenberg
Professor
(319) 208-5000 ext. 5199
krosenberg@scciowa.edu
BBA, University of Iowa
MA, University of Iowa

Renee Smith
Professor

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/financial/gainemp.aspx>

(319) 208-5000 ext. 5194

rsmith1@scciowa.edu

AA & AAS, Southeastern Community College

BA, Buena Vista University

MBA, Grand Canyon University

Stephani Smith

Assistant Professor

(319) 208-5000 ext. 5217

ssmith2@scciowa.edu

BA, Iowa Wesleyan College

MBA, Upper Iowa University

West Burlington Campus (Keokuk campus offers select courses)

Program Requirements

Fall Semester I		Credit
ADM-162	OFFICE PROCEDURES	3
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-131	BUSINESS ENGLISH	3
MAT-712	BUSINESS MATH	3
WBL-155	JOB SHADOWING: BUSINESS, FINANCE, MARKETING, AND MANAGEMENT	1

Spring Semester I		Credit
ADM-103	OFFICE TECHNOLOGY	2
ADM-117	KEYBOARDING AND DOCUMENT PRODUCTION	3
ADM-181	RECORDS AND DATABASE MANAGEMENT	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
PRL-284	LEGAL ETHICS	2
SPC-101	FUNDAMENTALS OF ORAL COMMUNICATION	3

Fall Semester II		Credit
ADM-120	ADVANCED DOCUMENT PRODUCTION	3
ADM-186	LEGAL DOCUMENTS	2
ADM-188	PROJECT AND EVENT MANAGEMENT	3
ADM-198	LEGAL TERMINOLOGY	2
SMM-108	SOCIAL MEDIA ENGAGEMENT	3
SOC-114	CONFLICT RESOLUTION IN THE WORKPLACE	3

Spring Semester II		Credit
ADM-172	REMOTE OFFICE MANAGEMENT	3
ADM-230	INTEGRATED OFFICE PROJECTS	3
ADM-297	CERTIFICATION PREPARATION	1
BCA-152	COMPREHENSIVE SPREADSHEETS	3
BUS-932	BUSINESS INTERNSHIP	3
LGL-173	LEGAL ASSISTANT LITIGATION	3
BUS-290	EMPLOYMENT SEARCH/WORKPLACE SUCCESS	1

Program Total..... 65-65