

Business Administration: Legal Office Support Certificate

Burlington Campus, Online, and select courses available at the Keokuk Campus

Related programs:

[Business Administration: Office Technology Certificate](#)

[Business Administration: Office Support Certificate](#)

[Business Administration: Office Professional Diploma](#)

[Business Administration: AAS](#)

The Legal Office Support certificate is a way to showcase your ability to work in the legal environment. Earn this certificate to enhance your current office skills or add it to your Business Office Management degree to expand your opportunities.

Instructor and Staff

Trisha Hopper
Professor - Business
(319) 208-5212
thopper@scciowa.edu

Renee Smith
Professor - Business
(319) 208-5194
rsmith1@scciowa.edu

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Program Requirements

Fall Semester I	Credit
ADM-162 Office Procedures	3
ADM-103 Office Technology	2
LGL-122 Legal Ethics	2
Semester Total.....	7

Spring Semester I	Credit
ADM-117 Keyboarding and Document Production	3
LGL-113 Legal Terminology	3
LGL-175 Litigation Procedures and Documents	3
Semester Total.....	9

Program Total..... 16