

# Business Administration: Legal Office Management - AAS

---

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

Related programs:

[Business Admin: Office Technology Certificate](#)

[Business Admin: Office Support Certificate](#)

[Business Admin: Office Professional Diploma](#)

[Business Admin: Legal Office Mgmt - AAS](#)

## Program Information

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 CSC-110, ADM-117, ADM-120 or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

[Office Assistant 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.

## Instructor and Staff

Trisha Hopper  
Professor - Business  
(319) 208-5212  
[thopper@scciowa.edu](mailto:thopper@scciowa.edu)

Renee Smith  
Professor - Business  
(319) 208-5194  
[rsmith1@scciowa.edu](mailto: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
CSC-110 Introduction to Computers	3
ENG-131 Business English	3
MAT-712 Business Math	3
ADM-103 Office Technology	2

#### Take SDV-133 as 1 credit:

SDV-133 CTE Career Exploration	2
Semester Total.....	15-16

Spring Semester I	Credit
ACC-102 Workplace Accounting	3
ADM-172 Remote Office Management	3
ADM-117 Keyboarding and Document Production	3
ADM-181 Records and Database Management	3
LGL-113 Legal Terminology	3
HUM-287 Leadership Development Studies	3
Semester Total.....	18

Fall Semester II	Credit
SOC-114 Conflict Resolution in the Workplace	3
SPC-101 Fundamentals of Oral Communication	3
ADM-188 Project and Event Management	3
ADM-120 Advanced Document Production	3
LGL-122 Legal Ethics	2
BUS-119 Entrepreneurial Thinking	1
SMM-108 Social Media Engagement	3
Semester Total.....	18

Spring Semester II	Credit
ADM-180 Administrative Management	3
ADM-230 Integrated Office Projects	3
ADM-297 Certification Preparation	1
BUS-290 Employment Search/Workplace Success	1
BUS-932 Business Internship	3
LGL-175 Litigation Procedures and Documents	3
Semester Total.....	14

Program Total.....65-66