

# LEGAL OFFICE PROFESSIONS

## Certificate

<http://www.sandburg.edu/Academics/Degree-Certificates/Legal%20Office%20Professions/index.html>

This curriculum prepares students with the skills needed for legal office work, including keyboarding, word processing, communications, and specialized legal courses. Graduates are qualified for positions as an assistant in a legal or governmental office.

## Associate in Applied Science

This degree is designed to prepare the graduate for a legal assistant position within a legal or government office. In addition to general office skills, a graduate will acquire expertise in specialized legal software, research, litigation support, electronic discovery, time and billing, and docket management. Also, current legal cases and ethical dilemmas are used to illustrate and reinforce legal regulations.

### Admission to the Program: Open

#### First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Career, Technical & Health Education

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5363

#### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
[welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu)

#### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

## Certificate

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.120	Legal Terminology & Concepts	2
BOC.120	Customer Service	2
PSY.101	Introduction to Psychology	3
	or PSY.107 or Positive Psychology	
	or SOC.101 or Introduction to Sociology	
SPE.110	Interpersonal Communication	3

### Spring Semester

AOP.102	Keyboarding & Formatting 2	3
AOP.201	Business English	2
AOP.220	Legal Document Processing	3
BOC.101	Business Records Management	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
Total Semester Hours		30

## Legal Office Professional - AAS.

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AOP.100	Careers for Office Professional	1
AOP.101	Keyboarding & Formatting 1	3
AOP.120	Legal Terminology & Concepts	2
BOC.120	Customer Service	2
PSY.101	Introduction to Psychology	3
	or PSY.107 or Positive Psychology	
	or SOC.101 or Introduction to Sociology	
SPE.110	Interpersonal Communication	3
<b>Spring Semester</b>		
AOP.102	Keyboarding & Formatting 2	3
AOP.201	Business English	2
AOP.220	Legal Document Processing	3
BOC.101	Business Records Management	2
BOC.103	Office Technology	3
ICT.110	Computer Software Applications	3
<b>Second Year</b>		
<b>Fall Semester</b>		
ACC.100	Procedural Accounting	3
AOP.203	Office Procedures	3
BLA.201	Legal Environment of Business	3
BOC.100	Business Mathematics	3
BOC.102	Business Communications	3
<b>Spring Semester</b>		
AOP.205	Specialized Software Apps-Legal Office	4
AOP.216	Advanced Word Processing	3
BLA.202	Business Law	3
ICT.112	Microcomputer Spreadsheet Applications 1	2
AOP.291	Professional Internship 1	3
	or AOP.292 or Professional Internship 2	
Total Semester Hours		60

### Carrie Hawkinson

Associate Professor, Administrative Office Professional/ Business Occupations  
Associate Dean of Career, Technical, and Health Education