

## **(B82) Certificate**

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The legal office certificate program is designed to assist students in becoming familiar with terminology, forms, and procedures used in legal offices. Upon completion of this program, students should be able to secure entry-level employment as a legal office employee

### **Work and Employment**

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Legal assistants prepare legal papers and correspondence and assist legal research

### **Program Contacts at Sauk Valley Community College**

Counseling Office, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

### **Major Field Requirements**

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- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 111 (1) - Machine Transcription 1 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

Total Hours Required for Certificate: 26

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### **Suggested Program**

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First Semester - Sem/Hrs: 7

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- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

Second Semester - Sem/Hrs: 11

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- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)

- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)

Third Semester - Sem/Hrs: 8

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- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

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