

(B82) Certificate

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

Legal assistants prepare legal papers and correspondence and assist in legal research. Click here for further career information: <https://www.svcc.edu/academics/programs/individual/b82.html>

Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Major Field Requirements

- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- CIS 135 - Personal Information Management 1 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 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 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

Total Hours Required for Certificate: 26

Suggested Program

First Semester - Sem/Hrs: 13

- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 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 130 - Records Management 1 Semester hour(s)

Second Semester - Sem/Hrs: 13

- BUS 222 - The Legal Environment of Business 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 135 - Personal Information Management 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 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

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