

# Legal Office Specialist

Associate of Applied Science (AAS) Degree

Technical Credits .....	45
MnTC General Education Credits.....	15
Total Credits .....	60

## Program Information

The Anoka Technical College Associate of Applied Science (AAS) degree in Legal Office Specialist is a 60-credit program that consists of administrative support and legal courses to provide graduates with a specialty area in legal studies and an advanced knowledge of administrative support skills.

The AAS degree graduate also completes 15 credits of general education courses that further enhance their educational base and provide transfer options for further education. The completion of a degree shows commitment and dedication and can be advantageous for students seeking beyond entry level jobs or with employers who require a degree.

## Program Learning Outcomes

1. Define and recognize business etiquette and professionalism in the workplace and exhibit these skills in class interactions and communications such as e-mail and the discussion board.
2. Show basic keyboarding competency.
3. Utilize software applications necessary for business office operations including file management, e-mail, calendaring, search engines, word processing, spreadsheet, and presentation software.
4. Employ intermediate to advanced Microsoft Word skills to create and edit flyers, letters, and reports using templates, mail merge, and building blocks.
5. Explain the life cycle of a lawsuit, create legal documents, and the U.S. and State court systems. Complete accurate scheduling using a master calendar, a tickler system, and calendaring software.
6. Demonstrate an understanding of the legal environment of business. Apply basic legal knowledge to business transactions. Communicate effectively using standard business and legal terminology.
7. Demonstrate proficiency in keyboarding speed and accuracy and knowledge of correct document formatting.
8. Recognize and use correct mechanics, grammar, punctuation, and usage appropriate for professional business communications.
9. Express thoughts clearly, concisely, and appropriately in verbal and written format by consistently using correct formatting and message approach (direct, indirect).
10. Demonstrate knowledge of roles and functions of various professionals; collaborate and problem-solve as part of the office team.
11. Employ intermediate to advanced Microsoft Excel skills to use formulas and functions to create and edit worksheets, workbooks, charts and graphics, lookup tables, pivot tables, and charts as used in business scenarios.
12. Employ intermediate to advanced Microsoft Access skills to practice how to plan, design, create, and query a database, generate reports, and produce input user forms while recognizing correct database design concepts.
13. Employ intermediate to advanced PowerPoint skills to create business presentations that demonstrate appropriate design techniques.
14. Apply accounting principles as they pertain to business office bookkeeping scenarios. Complete an accounting simulation by applying bookkeeping functions using QuickBooks.
15. Practice methods to integrate Office 365 software to achieve efficiency in office operations.

## Industry and Career Outlook

As a legal office specialist, you will work for lawyers in private law firms, governmental offices, legal departments of corporations, court houses, legal aid offices, or the offices of county attorneys or public defenders. The legal office specialist functions as an assistant to the lawyer or judge.

Duties may include preparing legal documents, billing and accounting, processing correspondence, transcribing, communicating with clients, utilizing a variety of software, and organizing and managing a busy legal practice.

Wage information is available from the [Minnesota Department of Employment and Economic Development](#).

## Program Start Dates

Fall Semester.....	August
Spring Semester .....	January

## Course Prerequisites

Some courses in this program may require a prerequisite. Please see [course descriptions](#) for more details.

## MnTC General Education Requirements

This program requires completion of the following fifteen credits of general education from at least three goal areas of the Minnesota Transfer Curriculum (MnTC). Refer to the [MnTC course list](#) for elective courses:

<input type="checkbox"/> MnTC Electives.....	15
Recommended MnTC Electives	
COMM 1055 Strengths and Wellness (Goal 2).....	3
ENGL 2105 Business and Technical Writing (Goal 1) .....	4

## Program Sequence

<b>Fall Semester</b> .....	<b>15</b>
<input type="checkbox"/> ADSC 1003 Introduction to Keyboarding and Speedbuilding.....	2
<input type="checkbox"/> ADSC 1006 Business Law .....	4
<input type="checkbox"/> ADSC 1197 Microsoft Word.....	4
<input type="checkbox"/> COMM 1055 Strengths and Wellness (Recommended).....	3
<input type="checkbox"/> COMP 1002 Computer Technologies .....	2
<b>Spring Semester</b> .....	<b>17</b>
<input type="checkbox"/> ADSC 1010 Keyboarding I.....	3
<input type="checkbox"/> ADSC 1031 Business English Skills.....	3
<input type="checkbox"/> ADSC 1115 Legal Procedures .....	5
<input type="checkbox"/> ADSC 1181 Microsoft Access .....	2
<input type="checkbox"/> ADSC 1206 Written Business Communications .....	4
<b>Fall Semester</b> .....	<b>12</b>
<input type="checkbox"/> ADSC 1045 Administrative Office Procedures.....	4
<input type="checkbox"/> ADSC 1054 Office Bookkeeping .....	4
<input type="checkbox"/> ADSC 1162 Microsoft PowerPoint.....	2
<input type="checkbox"/> ADSC 1171 Microsoft Excel .....	2



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**Spring Semesters..... 16**

- ADSC 1142 Integrated Software Applications ..... 4
- ENGL 2105 Business and Technical Writing (Recommended)4
- MnTC Electives ..... 8

## Graduation Requirements

Students must earn a cumulative 2.0 GPA or higher to be eligible for graduation from this program.

## Faculty Contact

[Darla Cullen](#)..... 763-576-4018  
[Deb Catlett](#) ..... 763-576-4025

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)

*Also see: Legal Office Specialist diploma and certificate*