Program Information

The Anoka Technical College Legal Office Specialist certificate is a 17-credit online program that consists of administrative support and legal courses to provide graduates with strong knowledge of administrative support skills with a specialty area in legal administrative support knowledge.

Legal office specialists support lawyers in private law firms, government offices, legal departments of corporations, courthouses, legal aid offices, or the offices of county attorneys, public defenders, and judges. Duties may include preparing legal documents, billing and accounting, processing correspondence, transcribing legal documents, communicating with clients, and utilizing a variety of software.

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.

Industry and Career Outlook

Legal specialists perform a variety of office tasks, including scheduling appointments, answering the telephone, and managing day-to-day correspondence. In addition, they may compile legal briefs, prepare contracts, or help expedite information for legal cases. As an example, they may fill out accident reports or trial and courtroom requests. They also may perform legal research and collect information pertaining to cases.

Office support specialists are needed in virtually every industry. In this technology-intensive work environment, support professionals with keyboarding and software skills are highly sought after by employers. Administrative office specialists perform a full range of office responsibilities. They collaborate with administrators and other support personnel to ensure efficiency and accuracy in all office tasks.

The ideal candidate should have excellent oral and written communication skills, the ability to work independently and possess an attention to detail. The ability to work.

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.

Program Sequence

Fall Semester **10**
☐ ADSC 1003   Introduction to Keyboarding and Speedbuilding 2
☐ ADSC 1006   Business Law 4
☐ ADSC 1197   Microsoft Word.. 4
Spring Semester..**7**
☐ ADSC 1115   Legal Procedures 5
☐ COMP 1002   Computer Technologies 2

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

Also see: Legal Office Specialist AAS degree and diploma

ANOKA
TECHNICAL COLLEGE
A member of Minnesota State