

Program Information

The Anoka Technical College Legal Office Specialist diploma is a 45-credit online 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.

This online program combines administrative support specialist courses with specialized legal courses to provide graduates a broad-based skill set for success in the workplace including legal specialty skills.

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

Legal office specialists assist lawyers in private law firms, governmental 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, 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.

Program Sequence

Fall Semester	12
<input type="checkbox"/> ADSC 1003	Introduction to Keyboarding and Speedbuilding.....	2
<input type="checkbox"/> ADSC 1162	Microsoft PowerPoint.....	2
<input type="checkbox"/> ADSC 1181	Microsoft Access.....	2
<input type="checkbox"/> ADSC 1197	Microsoft Word.....	4
<input type="checkbox"/> COMP 1002	Computer Technologies.....	2
Spring Semester	19
<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 1142	Integrated Software Applications.....	4
<input type="checkbox"/> ADSC 1206	Written Business Communications.....	4
Fall Semester	14
<input type="checkbox"/> ADSC 1006	Business Law.....	4
<input type="checkbox"/> ADSC 1045	Administrative Office Procedures.....	4
<input type="checkbox"/> ADSC 1054	Office Bookkeeping.....	4
<input type="checkbox"/> ADSC 1171	Microsoft Excel.....	2

Graduation Requirements

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

Faculty Contact

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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 certificate

