

## LEGAL ADMINISTRATIVE ASSISTANT

**Delivery:** Daytime, Online and Hybrid Classes  
**Start:** Fall or Spring Semester, Full- or Part-Time  
**Location:** Rosemount Campus

### Outcomes

Legal Administrative Assistant A.A.S. Degree . . . . .60 cr.  
 Legal Administrative Assistant Diploma . . . . . 41 cr.

### Major Description

This program prepares students to work in a variety of law-related fields. Specialized legal courses include Civil Procedures, Family Law and Criminal Law. Exposure to basic legal concepts is accomplished through courses in Transactional Law and Legal Editing & Proofreading. Students also take a variety of general administrative courses covering software applications, keyboarding and communications.

### Work Environment

Key employers include law firms, court systems, insurance agencies, legal and trust departments of banks, corporations and government agencies. Legal administrative assistants interact often and directly with clients and staff.

### Potential Job Titles

- Legal Administrative Assistant
- Law Secretary
- Legal Secretary

### Salary Data

- Average Wage: \$26.32/hour
- Top Earners: \$32.49/hour

### LEGAL ADMINISTRATIVE ASSISTANT - A.A.S. DEGREE

*This is a sample course sequence for a full-time student. All courses are not offered every semester. Please contact your program advisor regarding your academic plans.*

#### First Year - First Semester

ADMS1005	Keyboarding/Formatting	3
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1019	Receptionist Skills	2
ADMS1020	Office Procedures	4
<b>Total Credits</b>		<b>14</b>

#### First Year - Second Semester

ADMS1017	Technology for Business Professionals	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1290	Written Business Communication	2
LEGL1603	Civil Procedures, Business Organization, and Family Law †	4
LEGL1602	Civil Litigation †	4
<b>Total Credits</b>		<b>16</b>

#### Second Year - First Semester

ADMS1260	Certification Basics - Word	3
LEGL 1614	Estate, Probate, and Real Estate † Technical Electives*	3 4
SPEE1020	Interpersonal Communication	3
ENGL1150	Composition I	3
<b>Total Credits</b>		<b>16</b>

#### Second Year - Second Semester

ADMS1040	Integrated Office Skills	3
ADMS1285	Oral Business Communications/ Job Seeking Skills	2
	General Education (MnTC Goal 3 or 4)	3
	General Education Elective**	3
	General Education (MnTC Goal 9)	3
<b>Total Credits</b>		<b>14</b>

**TOTAL PROGRAM REQUIREMENTS 60**

† Online course offered by Alexandria Community and Technical College  
 \* Select Technical electives from the following subject areas:  
 ADMS, ISTC, ENTR, ACCT, SMGT, or BUSN.  
 \*\* Select General Education electives from any MnTC goal area.

**LEGAL ADMINISTRATIVE ASSISTANT - DIPLOMA**

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**First Year - First Semester**

ADMS1005	Keyboarding/Formatting	3
ADMS1010	Business English Skills	2
ADMS1018	Basic Computer Applications	3
ADMS1019	Receptionist Skills	2
ADMS1020	Office Procedures	4
SPEE1020	Interpersonal Communication	3
ADMS1275	Certification Basics - PowerPoint	3
<b>Total Credits</b>		<b>20</b>

**First Year - Second Semester**

ADMS1017	Technology for the Business Professional	3
ADMS1040	Integrated Office Skills	3
ADMS1260	Certification Basics - Word	3
ADMS1285	Oral Business Communications/ Job Seeking Skills	2
ADMS1290	Written Business Communication	2
LEGL1602	Civil Litigation †	4
LEGL1603	Criminal Procedures, Business Organization, and Family Law †	4
<b>Total Credits</b>		<b>21</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>41</b>

† Online course offered by Alexandria Community and Technical College.



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2018-2019 CATALOG