

BUSINESS

LEGAL ADMINISTRATIVE ASSISTANT

Delivery: Majority of courses are offered daytime on campus; some online courses are offered

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

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, Civil Litigation, and Estate, Probate, and Real Estate. Students also take a variety of general administrative courses covering software applications, keyboarding and communications. This program teaches the expertise needed for creating and editing documents, spreadsheets, databases, electronic presentations and Internet navigation research. Legal Administrative Assistants may be called upon to communicate, organize, coordinate, and integrate data.

This is the ideal major for people in the workforce looking for a challenge or ways to advance their careers and gives them an opportunity to obtain Microsoft Office Specialist Certification for the required certification classes.

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

See latest data at careerwise.minnstate.edu.

- Average Wage: \$28.34/hour
- Top Earners: \$39.81/hour

LEGAL ADMINISTRATIVE ASSISTANT A.A.S. DEGREE

This is a suggested 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 - Fall Semester 15 cr

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management	3
ADMS1260	Certification Basics - Word	3

First Year - Spring Semester 16 cr

ADMS1041	Certification Basics - Outlook	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
LEGL1602	Civil Litigation †	4
LEGL1603	Civil Procedures, Business Organization, and Family Law †	4

Second Year - Fall Semester 16 cr

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2
ENGL1150	Composition I	3
SPEE1020	Interpersonal Communication	3

Second Year - Spring Semester 13 cr

ADMS1445	Capstone	1
LEGL 1614	Estate, Probate, and Real Estate †	3
	General Elective (MnTC Goal 3 or 4)	3
	General Electives (any MnTC area)	6

TOTAL PROGRAM REQUIREMENTS 60

† Online course offered by Alexandria Community and Technical College

LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

This is a suggested 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 - Fall Semester **15 cr**

ADMS1018	Basic Computer Applications	3
ADMS1020	Office Procedures	4
ADMS1021	Keyboarding/Formatting	2
ADMS1022	Office Support Event Management	3
ADMS1260	Certification Basics - Word	3

First Year - Spring Semester **16 cr**

ADMS1041	Certification Basics - Outlook	3
ADMS1265	Certification Basics - Excel	3
ADMS1290	Written Business Communication	2
LEGL1602	Civil Litigation †	4
LEGL1603	Criminal Procedures, Business Organization, and Family Law †	4

Second Year - Fall Semester **10 cr**

ADMS1010	Business English Skills	2
ADMS1040	Integrated Office Skills	3
ADMS1275	Certification Basics - PowerPoint	3
ADMS1285	Oral Business Communications/Job Seeking Skills	2

TOTAL PROGRAM REQUIREMENTS 41

† Online course offered by Alexandria Community and Technical College.



DAKOTA COUNTY
TECHNICAL COLLEGE

A member of Minnesota State

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DCTC IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER/EDUCATOR.

This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.