



**South Central College
Program Design**

AAS 2254/3291 Administrative Office Specialist - Legal

Program Information

Description

Legal administrative assistants perform the administrative tasks in a law office such as answering the telephone, managing the electronic and paper files, transcribing, preparing law office correspondence and legal documents, maintaining the calendar, personal contact with attorneys, courthouse personnel, law office personnel, and others. In addition, the legal administrative assistant drafts documents, gathers information relevant to the client's case, has personal and phone contact with the client, and does minimal legal research. Overall, the legal administrative assistant manages the procedural tasks for clients in the law office with an attorney's supervision. All courses in this program are offered online.

Program Admission Dates (Fall and/or Spring)

Fall or Spring

Program Location (North Mankato and/or Faribault)

Online

Program Student Learning Outcomes

- 1 Input data with speed and accuracy at industry standard
- 2 Apply knowledge of application software
- 3 Demonstrate business communications
- 4 Demonstrate professional behaviors and etiquette

Program Configurations

Fall 2018

Credits

Technical Course	45
Liberal Arts & Sciences	15
Total Credits	60

Semester 1

Course #	Course Title	Credits	Function
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OTEC 1820	Business English	3	Technical Course
OTEC 1840	Microsoft PowerPoint	3	Technical Course
OTEC 1860	Microsoft Word	4	Technical Course
OTEC 2810	Computer Technology	3	Technical Course
OTEC 2800	Office Keyboarding	3	Technical Course

Semester 2

Course #	Course Title	Credits	Function
LEGL1602	Civil Litigation (Not an SCC course)	4	Technical Course
LEGL1603	Criminal Procedures, Business Organizations, and Family Law (Not an SCC course)	4	Technical Course
OTEC 1822	Microsoft Excel	4	Technical Course
OTEC 2820	Business Communications	3	Technical Course

Semester 3

Course #	Course Title	Credits	Function
COMM130 or COMM140	Intercultural Communication or Interpersonal Communication	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences
LIB ARTS	Elective	3	Liberal Arts & Sciences
OTEC 2870	Information Resource Management	3	Technical Course

Semester 4

Course #	Course Title	Credits	Function
OTEC 2850	Integrated Information Systems	3	Technical Course
OTEC 2905	Internship	2	Technical Course
LEGL1614	Estates, Probate, and Real Estate (Not an SCC course)	3	Technical Course
OTEC 2815	Employment Portfolio	3	Technical Course
PHIL100	Ethics in Society	3	Liberal Arts & Sciences

Program Course List

Number	Title	Credits	Pre/Corequisites
OTEC 1820	Business English	3	None

OTEC 1822	Microsoft Excel	4	None
OTEC 1840	Microsoft PowerPoint	3	None
OTEC 1860	Microsoft Word	4	None
OTEC 2800	Office Keyboarding	3	A minimum keyboarding speed of 40 words per minute on a 3-minute timing with 3 errors or less or advisor approval.
OTEC 2810	Computer Technology	3	None
OTEC 2815	Employment Portfolio	3	OTEC1860 OTEC2820
OTEC 2820	Business Communications	3	OTEC 1820
OTEC 2850	Integrated Information Systems	3	OTEC1822 - Microsoft Excel, OTEC1840 - Microsoft PowerPoint, OTEC1860 - Microsoft Word, OTEC2870 - Information Resource Management
OTEC 2870	Information Resource Management	3	None
OTEC 2905	Internship	2	OTEC 1822 OTEC 1860 OTEC 2820