

Kaaliyaha Sharciga

ridgewater.edu/legalassistant



Si buuxda khadka internetka ah

Barnaamijka

Marka aad tahay arday ku jira barnaamijka Kaaliyaha Sharciga, waxaad ku fiicnaan doontaa xirfadaha takhasuska leh iyo asalka erey bixinta sharciga, diyaarinta dukumiintiyada sharciga, iyo nidaamka xafiiska.

Markaad qalinjabiso, waxaa lagu diyaariyay khibrad ku saabsan:

- Teknoolojiyada iyo xirfadaha xafiiska
- Qoraalka dukumiintiyada dacwadaha madaniga iyo ciqaabta, xaqiijinta dhaxaltooyada, hantida maguurtada ah, sharciga shirkadaha iyo qoyska
- Daraasadda iyo falanqayn sharciga
- Diyaarinta xisaabxirka wakhtiga iyo bayaanada lacag bixinta

Dhammaan fasalada muhiimka ah iyo kuwa farsamada ee ikhtiyaariga ah ee Kaaliyaha Sharciga waxay adeegsadaan hababka waxbarista khadka internetka ah oo la isla falgalayo. Fasallada waxaa la bixiyaa xilli isla markaas la barayo ama iyaga oo horay loo sii duubay si loogu fududeeyo ardayga.

Sartifikeedku wuu fiicanahay haddii aad horay u soo qaadatay aqoon ku saabsan taageerada maamulka ama aad u leedahay waayo-aragnimo, laakiin aad jeceshahay inaad kasbato xirfadaha si aad uga shaqayso goob sharci.

Astaamaha Gaarka ah ee Barnaamijka

- Dhammaan fasalada muhiimka ah iyo kuwa farsamada ah ee Kaaliyaha Sharciga ayaa waxaa lagu qaataa khadka internetka. Waxaa la bixiyaa xilli isla markaas la barayo ama iyaga oo horay loo sii duubay si loogu fududeeyo ardayga
- Shaqaale khibrad leh oo leh aqoon wakhtigan xaadirka ah taagan oo ah sharciyahano iyo maktabadlaha sharciga

Macluumaadka Xirfadda

Kaaliyayaasha sharciga waxay isku daraan xirfadaha kaaliyaha maamulka iyo cilmi baarista sharciga oo ay taageeraan shaqada muhiimka ah ee kooxda xafiiska sharciga. Dadka u fееjigan tafaasiisha, ee u fikira hab gorfayn leh ee ku wanaagsan wada xiriirka, maaraynta wakhtiga, iyo u adeega macaamiisha ayaa waxay noqdaan kaaliyeyaal sharci oo wanaagsan.

Saadaasha kobaca shaqada ee Minnesota waa 13.3% iyo 12% oo ah Maraykanka sanadaha 2018-2028. Mushaharka Heerka soo gelitaanka Minnesota ee ah \$20.04 ayaa waxay ka badan heerka dhexdhexaadka Maraykanka-

Xigasho: careerwise.minnstate.edu

Xafiisyada sharciga waa dookh cad oo shaqo. Si kastaba ha noqotee, shaqaale badan oo kaaliyaha sharciga ayaa ka shaqeeya:

- Xafiisyada dawlada ama siyaasada
- Xafiisyada hantida maguurtada ah
- Waaxaha sharciga ee shirkadaha

Shahaadooyinka

Kaaliyaha Sharciga
AAS Degree - 60 dhibcood
Dibloomada - 48 dhibcood
Sartifikeedka - 18 dhibcood

Ballan u samayso Booqasho & Codso Maanta!

ridgewater.edu/visit
ridgewater.edu/applynow

Galay Kaalinta #1 ee
Kulliyadaha Bulshada ee
Minnesota iyo 20ka Ugu
Sarreeya Maraykanka,
2020 & 2021 *niche.com*

Barnaamijyada La Xiriira

Kaaliyaha Maamulka

Kaaliyaha Maamulka

Daryeelka Caafimaadka



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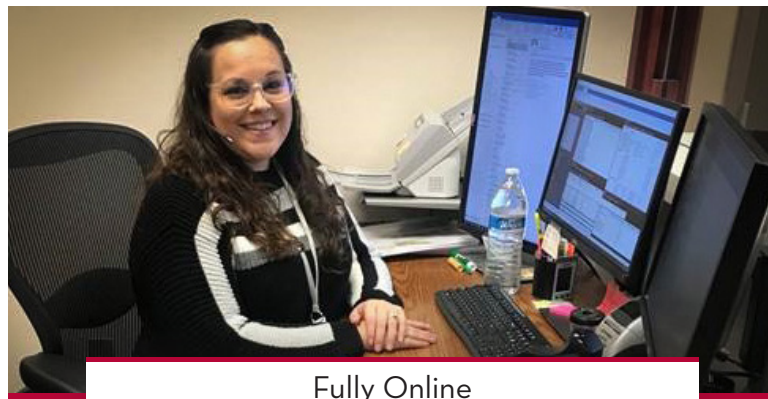
Xubin katirsan Gobolka Minnesota

Ridgewater College waa tallaabo xaqiijin ah, shaqo bixiye iyo waxbare fursado loo simanyahay. Dukumiintigaan waxa lagu heli karaa qaabab kale oo loogu talagalay shaqsiyaadka naafada ah; macaamiisha qaba naafonimada maqalka ama hadalka ayaa nagula soo xiriiri kara iyagoo adeegsanaya Adeegga Lalisks ee ay Doortaan. 5/2021 P180

Maajo 2021: Tarjumadan waxaa maalgelisay deeqda RC Perkins grant. Si aad u hesho macluumaadkii ugu dambeeyey ee barnaamijka, booqo ridgewater.edu oo ka dooro turjubaanka Luqadda ee af Soomaaliga.

Legal Assistant

ridgewater.edu/legalassistant



Fully Online

About the Program

As a student in the Legal Assistant program, you will become proficient with the specialized skills and background in legal terminology, legal document preparation, and office procedures.

Upon graduation, you are prepared with expertise in:

- Technology and office skills
- Document composition for civil and criminal litigation, probate, real estate, corporate and family law
- Legal research and analysis
- Preparation of timekeeping and billing statements

All Legal Assistant core and legal technical electives utilize interactive online delivery methods. Classes are delivered real-time or recorded for student convenience.

The certificate is great if you have prior administrative support education or experience, but you wish to gain the skills to work in a legal setting.

Program Distinctions

- All Legal Assistant core and technical electives are online - real-time or recorded for student convenience
- Experienced staff with current knowledge in paralegal and as a law librarian

Career Info

Legal assistants combine administrative assistant skills with legal research and support for critical work on a legal office team. People who are detail-oriented, analytical thinkers who are good at communication, time management, and customer service make great legal assistants.

Projected job growth for Minnesota is 13.3% and 12% for the U.S. for 2018-2028. Entry level Minnesota wages of \$20.04 are slightly higher than the U.S. average.

Source: careerwise.minnstate.edu

Law offices are obvious choices for employment. However, many legal support staff work in:

- Government or political offices
- Real estate offices
- Corporate legal departments

Degrees and Certificates

Legal Assistant
 AAS Degree - 60 credits
 Diploma - 48 credits
 Certificate - 18 credits

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Ranked Minnesota's #1 Community College and US Top 20, 2020 & 2021 *niche.com*

Related Programs

Administrative Assistant
 Healthcare Administrative Assistant



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A Member of Minnesota State

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