

### Program Information

The Anoka Technical College Legal Administrative Assistant certificate is a 17-credit online program that consists of administrative support career and legal specialty courses to provide graduates a specialty area in law for success in the workplace.

### Program Learning Outcomes

By completing this program, students will achieve the following learning outcomes:

1. Illustrate proficiency in use of Microsoft Excel.
2. Demonstrate knowledge of keyboard.
3. Compose legal correspondence and legal documents.
4. Employ Microsoft Word.
5. Recognize legal terminology.

### Course Prerequisites

Some courses may require appropriate test score or completion of basic math, basic English, and/or reading courses with a “C” or better.

### Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certificate must meet the cumulative grade point average (GPA) of 2.0 or higher.

### Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:

- [Minnesota Transfer](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (www.mntransfer.org/students/plan/s\_agreements.php?numResults=25&archive=false&from\_inst=70&from\_prog=&to\_inst=&Search=Search)
- [Anoka Technical College transfer student](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (www.anokatech.edu/BecomeStudent/Transfers.aspx)

### Industry Information

Legal Administrative Assistants support lawyers in private law firms, government 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, processing correspondence, transcribing, communicating with clients, and utilizing a variety of software.

### Wages/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](https://mn.gov/deed/job-seekers/job-outlook/) (https://mn.gov/deed/job-seekers/job-outlook/).

### Gainful Employment

Follow this link for [Gainful Employment Report](#).

### Technical Education: 14 Credits

- ADSC 1003 Introduction to Keyboarding and Speedbuilding ..... 2
  - ADSC 1111 Legal Transcription ..... 2
  - ADSC 1171 Microsoft Excel ..... 2
  - ADSC 1197 Microsoft Word ..... 4
  - Electives ..... 4**
  - ADSC 1006 Business Law ..... 4
  - ADSC 1100 Legal Research, Citations and Office Procedures ..... 4
  - ADSC 1085 Probate and Real Estate Law ..... 4
  - ADSC 1095 Family Law and Civil Litigation ..... 4
- Also see: Legal Administrative Assistant AAS degree and diploma*

### General Education/MnTC Requirements: 3 Credits

Three (3) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

- INST 1000 Critical Thinking Applications for College ..... 3

### Start Dates

Fall Semester ..... August  
Spring Semester ..... January

### Faculty Contact

[Deborah Allen](#) ..... 763-576-4024

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](mailto:EnrollmentServices@anokatech.edu)

### Sample Program Sequence

Full Time

		First Semester
<b>1<sup>st</sup> YEAR</b>	ADSC 1003 .....	2
	ADSC 1111 .....	2
	ADSC 1171 .....	2
	ADSC 1197 .....	4
	Elective .....	4
	INTS 1000 .....	3
	<b>TOTAL .....</b>	<b>17</b>



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