

Program Information

The Anoka Technical College Associate of Applied Science (AAS) degree in Legal Administrative Assistant is a 60-credit program that consists of a core of general administrative courses, designed to develop basic skills, and additional credits of specialized legal courses.

In addition to basic keyboarding, accounting, and English language skills, the legal administrative assistant student will receive training in computer operations and legal software, legal transcription and document preparation.

Program Learning Outcomes

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

1. Communicate effectively, think critically to solve problems, interact in complex environments, and other general education competencies needed for success in careers.
2. Demonstrate competency in creating letters and legal documents, including the use of Microsoft Word.
3. Demonstrate the requisite skills for employment as defined by NALS and the LAA Program Advisory committee. The LAA Program will deliver an industry-validated technical education LAA curriculum.
4. Successfully fulfill their internship at the legal host sites.
5. Be employed in a related job or continue their education in the legal field.

Admission Requirements

Students are required to have an Accuplacer reading score of 78 or higher or appropriate test score for admittance to the program. If students do not achieve 78 or higher, they may take ATC READ0960 or ATC READ0900 achieving a C or higher for admittance to the program.

Course Prerequisites

See Credits:

- ^[A] The prerequisite to ADSC1010 Keyboarding I is ADSC1003 Introduction to Keyboarding and Speedbuilding.

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

As a legal administrative assistant, you will work for lawyers in private law firms, governmental offices, legal departments of corporations, court houses, legal aid offices, or the offices of county attorneys or public defenders. The legal administrative assistant functions as an assistant to the lawyer or judge.

Duties may include preparing legal documents, billing and accounting, processing correspondence, transcribing, communicating with clients, utilizing a variety of software, and organizing and managing a busy legal practice.

Wages/Outlook/Advancement

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

Technical Education: 44 Credits

<input type="checkbox"/>	ADSC 1003	Introduction to Keyboarding and Speedbuilding.....	2
<input type="checkbox"/>	ADSC 1006	Business Law	4
<input type="checkbox"/>	ADSC 1010	Keyboarding I ^[A]	3
<input type="checkbox"/>	ADSC 1031	Business English Skills	3
<input type="checkbox"/>	ADSC 1054	Office Bookkeeping	4
<input type="checkbox"/>	ADSC 1064	Government, Courts and Criminal Law	3
<input type="checkbox"/>	ADSC 1075	Corporate Law, Collections and Bankruptcy	3
<input type="checkbox"/>	ADSC 1085	Probate and Real Estate Law	4
<input type="checkbox"/>	ADSC 1095	Family Law and Civil Litigation	4
<input type="checkbox"/>	ADSC 1100	Legal Research, Citations, and Office Procedures	4
<input type="checkbox"/>	ADSC 1111	Legal Transcription	2
<input type="checkbox"/>	ADSC 1135	Legal Admin. Assistant Internship	2
<input type="checkbox"/>	ADSC 1171	Microsoft Excel	2
<input type="checkbox"/>	ADSC 1197	Microsoft Word	4

General Education/MnTC Requirements: 16 Credits

Sixteen (16) general education credits of Minnesota Transfer Curriculum (MnTC) are required. MnTC credits must be from three different goal areas. Student is required to take:

<input type="checkbox"/>	ENGL 1107	Composition I	4
OR			
<input type="checkbox"/>	ENGL 2105	Business and Technical Writing.....	4
<input type="checkbox"/>	INTS 1000	Critical Thinking Applications for College	3
<input type="checkbox"/>	General Education/MnTC courses		9

Also see: Legal Administrative Assistant diploma and Legal Administrative Assistant certificate

2018-2019

Legal Administrative Assistant

Associate of Applied Science (AAS) Degree

Start Dates

Fall Semester August
 Spring Semester January
 Summer Semester May

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

Sample Program Sequence

Full Time

		Fall Semester	Spring Semester
1st YEAR	ADSC 1003	2	ADSC 1006..... 4
	ADSC 1010.....	3	ADSC 1054..... 4
	ADSC 1031.....	3	ADSC 1197..... 4
	ADSC 1064.....	3	ENGL 1107 or 2105..... 4
	INTS 1000.....	3	TOTAL
	TOTAL	14	16
2nd YEAR	Fall Semester		Spring Semester
	ADSC 1075	3	ADSC 1095..... 4
	ADSC 1085.....	4	ADSC 1100..... 4
	ADSC 1111.....	2	ADSC 1135..... 2
	ADSC 1171	2	Gen Ed/MnTC..... 5
	Gen Ed/MnTC.....	4	TOTAL
	TOTAL	15	15