

Program Information

The Anoka Technical College Legal Administrative Assistant diploma is a 51-credit online program that consists of technical legal specialty courses plus a core of general education classes designed to develop basic skills.

This online program combines basic administrative assistant courses with specialized legal courses to provide graduates a broad based skill set for success in the work place.

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 or 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.

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: 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 1171	Microsoft Excel	2
<input type="checkbox"/>	ADSC 1197	Microsoft Word	4
<input type="checkbox"/>	Technical Elective.....		2

General Education/MnTC Requirements: 7 Credits

Seven (7) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

- ENGL 1107 Composition I

OR

- ENGL 2105 Business and Technical Writing.....

- INTS 1000 Critical Thinking Applications for College

Also see: Legal Administrative Assistant AAS degree and Legal Administrative Assistant certificate

(continued)

2018-2019

Legal Administrative Assistant

Diploma

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

Sample Program Sequenc

Full Time

		First Semester	Second Semester
1st YEAR	ADSC 1003.....	2	ADSC 1006..... 4
	ADSC 1010.....	3	ADSC 1111..... 2
	ADSC 1031.....	3	ADSC 1171..... 2
	ADSC 1064.....	3	ADSC 1197..... 4
	INTS 1000.....	3	TOTAL 12
	TOTAL	14	
		Third Semester	Fourth Semester
2nd YEAR	ADSC 1054.....	4	ADSC 1100..... 4
	ADSC 1075.....	3	ADSC 1095..... 4
	ADSC 1085.....	4	ENGL 1107 or 2105..... 4
	Technical Elective.....	2	TOTAL 12
	TOTAL	13	