

Legal Assistant

Associate of Applied Science (AAS) Degree

Technical Requirements 44

General Education/MnTC 16

Total Credits 60

Program Information

The Anoka Technical College Associate of Applied Science (AAS) degree in Legal Assistant (LA) 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 LA Program Advisory committee. The LA Program will deliver an industry-validated technical education LA 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 READ 0960 or ATC READ 0900 achieving a C or higher for admittance to the program.

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.

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

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](#)
- [Anoka Technical College transfer student](#)

Wages/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](#).

Industry Information

As a legal 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 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.

Start Dates

Fall Semester..... August

Spring Semester January

MnTC General Education

Nine credits of general education credits from the Minnesota Transfer Curriculum (MnTC) are required. MnTC credits must be from three different goal areas and can be completed separate from or together with the technical credit requirements.

Program Sequence

First Semester 14

ADSC 1003 Introduction to Keyboarding and Speedbuilding..... 2

ADSC 1010 Keyboarding I ^[A]..... 3

ADSC 1031 Business English Skills 3

ADSC 1064 Government, Courts and Criminal Law 3

INTS 1000 Critical Thinking Applications for College 3

Second Semester..... 16

ADSC 1006 Business Law 4

ADSC 1054 Office Bookkeeping 4

ADSC 1197 Microsoft Word 4

ENGL 1107 Composition I 4

OR

ENGL 2105 Business and Technical Writing..... 4

Third Semester 16

ADSC 1075 Corporate Law, Collections and Bankruptcy 3

ADSC 1085 Probate and Real Estate Law 4

ADSC 1111 Legal Transcription 2

ADSC 1171 Microsoft Excel 2

[MnTC General Education Elective](#) 4

Fourth Semester 16

ADSC 1095 Family Law and Civil Litigation 4

ADSC 1100 Legal Research, Citations, and Office Procedures 4

ADSC 1135 Legal Admin. Assistant Internship 2

[MnTC General Education Elective](#) 4

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

Also see: Legal Assistant AAS diploma and Legal Assistant certificate

