

Program Information

The Anoka Technical College Legal Assistant (LA) diploma is a 35-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 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.

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](#)

Industry Information

As a legal 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 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](#)

Start Dates

Fall Semester.....August
Spring SemesterJanuary

Program Sequence

First Semester	17
<input type="checkbox"/> ADSC 1003 Introduction to Keyboarding and Speedbuilding	2
<input type="checkbox"/> ADSC 1006 Business Law	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"/> INTS 1000 Critical Thinking Applications for College	3
Second Semester	18
<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

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 degree and Legal Assistant certificate



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