

## 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.

## Prerequisites

Prospective students should have strong communications skills, including grammar and writing, and an interest in computers and software. Prospective students should also be personable, able to function in stressful situations, and comfortable with confidentiality and other ethical requirements of the legal profession. Some courses may require an Accuplacer/ACT score or completion of basic math, basic English, and/or reading courses with a “C” or better.

See Credits:

- <sup>[A]</sup> 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) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

## Transfer Opportunities

The Legal Administrative Assistant diploma program has credit transferability to the Legal Administrative Assistant AAS degree program.

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](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

## 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 <sup>[A]</sup> .....	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 1196	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:

<input type="checkbox"/> ENGL1105	Composition I .....	4
<i>OR</i>		
<input type="checkbox"/> ENGL2105	Business and Technical Writing.....	4
<input type="checkbox"/> INTS 1000	Critical Thinking Applications for College .....	3

*Also see: Legal Administrative Assistant AAS degree*

## 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

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	ADSC 1003..... 2	ADSC 1006..... 4
	ADSC 1010..... 3	ADSC 1111..... 2
	ADSC 1031..... 3	ADSC 1171 ..... 2
	ADSC 1064..... 3	ADSC 1196 ..... 4
	INTS 1000..... 3	<b>TOTAL ..... 12</b>
	<b>TOTAL ..... 14</b>	
<b>2<sup>nd</sup> YEAR</b>	ADSC 1054..... 4	ADSC 1100 ..... 4
	ADSC 1075..... 3	ADSC 1095..... 4
	ADSC 1085..... 4	ENGL 2105 or 1105 ..... 4
	Technical Elective ..... 2	<b>TOTAL ..... 12</b>
	<b>TOTAL ..... 13</b>	