Program Information
The Anoka Technical College Legal Assistant certificate is a 17-credit online program that consists of administrative support career and legal specialty courses to provide graduates a specialty area in law for success in the workplace.

Program Learning Outcomes
By completing this program, students will achieve the following learning outcomes:
1. Illustrate proficiency in use of Microsoft Excel.
2. Demonstrate knowledge of keyboard.
3. Compose legal correspondence and legal documents.
4. Employ Microsoft Word.
5. Recognize legal terminology.

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: (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: (www.anokatech.edu/BecomeStudent/Transfers.aspx)

Industry Information
Legal assistants support lawyers in private law firms, government offices, legal departments of corporations, courthouses, legal aid offices, or the offices of county attorneys, public defenders, and judges. Duties may include preparing legal documents, processing correspondence, transcribing, communicating with clients, and utilizing a variety of software.

Wages/Outlook/Advancement
Wage information is available from the Minnesota Department of Employment and Economic Development (https://mn.gov/deed/job-seekers/job-outlook/).

Gainful Employment
Follow this link for Gainful Employment Report.

Technical Education: 14 Credits
- ADSC 1003 Introduction to Keyboarding and Speedbuilding ....... 2
- ADSC 1111 Legal Transcription ............................................. 2
- ADSC 1171 Microsoft Excel ................................................... 2
- ADSC 1197 Microsoft Word ................................................... 4
- Electives ............................................................................. 4
- ADSC 1006 Business Law ..................................................... 4
- ADSC 1085 Probate and Real Estate Law .............................. 4
- ADSC 1095 Family Law and Civil Litigation ........................ 4
- ADSC 1100 Legal Research, Citations and Office Procedures 4

General Education/MnTC Requirements: 3 Credits
Three (3) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:
- INST 1000 Critical Thinking Applications for College ......... 3

Also see: Legal Assistant AAS degree and 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 Sequence
Full Time

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<th>1st YEAR</th>
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