



Legal Administrative Assistant Program Description

Industry Description

As a legal administrative 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 administrative assistant functions as an assistant to the lawyer or judge. Your 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.

Careers

There is a critical need in the metropolitan area for legal support personnel. Because of Anoka Technical College's good reputation within the legal community, we regularly receive job listings directly from the law offices. Therefore, the job outlook for our graduates is outstanding. ATC offers a placement service to all students who request assistance. While we cannot guarantee job placement, a variety of assistance is available through instructors and the campus' job placement office.

Wages/Outlook/Advancement

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

Experienced legal secretaries may advance to supervisory positions at larger law firms. They may also become paralegals or lawyers. Additional training is required to advance to these positions.

Program Description

The Legal Administrative Assistant program 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, and the Minnesota legal system and procedures.

Prospective students should have strong communication skills, including grammar and writing. They should have an interest in the law and an interest in computers and software. They should be personable and able to function in stressful situations and should be comfortable with the confidentiality and other ethical requirements of the legal profession.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

IMPORTANT ACCUPLACER Test Requirement: ACCUPLACER testing in math, reading and writing. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

Program Essentials

Length of Program

| | |
|------------------------------|------------|
| Associate of Applied Science | 71 credits |
| Diploma | 54 credits |

Start Dates

| | |
|-----------------|---------|
| Fall Semester | August |
| Spring Semester | January |
| Summer Semester | May |

Program Contact

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 E-mail dallen@anokatech.edu

Information on how to apply or to schedule a campus tour please contact the [Admissions Office](#), Phone (763) 576-4700, E-mail info@anokatech.edu

**Legal Administrative Assistant
 Associate of Applied Science**

71 Credits

General Education 18 Credits of MN Transfer Curriculum

Eighteen general education credits are required of MN Transfer Curriculum courses. *One course must be ENGL 1105 – Composition I, four credits.* The balance of general education courses must be taken from two or more additional MN Transfer Curriculum goal areas. Refer to the ATC website for a list of the MN Transfer Curriculum courses and their goal areas: http://www.anokatech.edu/current_students/transfer/

Technical Credits 53 Credits

| | | |
|----------|--|---|
| ADSC1006 | Business Law | 4 |
| ADSC1010 | Keyboarding I | 3 |
| ADSC1031 | Business English Skills | 3 |
| ADSC1051 | Office Accounting | 3 |
| ADSC1060 | Government, Courts, and Minnesota Criminal Law | 3 |
| ADSC1070 | Minnesota Corporate Law, Collections, and Bankruptcy | 3 |
| ADSC1080 | MN Probate and Real Estate Law | 4 |
| ADSC1090 | MN Family Law and Civil Litigation | 4 |
| ADSC1100 | Legal Research, Citations, and Office Procedures | 4 |
| ADSC1110 | Legal Transcription I | 2 |
| ADSC1120 | Legal Transcription II | 2 |
| ADSC1135 | Legal Admin. Assistant Internship | 2 |
| ADSC1171 | Microsoft Excel | 2 |

