Legal Transcriptionist Program Description

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.

Program Description
A legal transcriptionist does word processing and document preparation in a legal office. Therefore, the program emphasizes keyboarding skill, computer software, grammar and punctuation skills, legal transcription, and document preparation.

This program is ideal for someone who is currently doing office work but would like to move to a legal setting.

Since a full-time student takes approximately 15 credits per semester, it is possible for a student who already has high keyboarding skill and a strong computer background to complete the program in one year. Students without these basic skills must complete skill development courses before enrolling in the legal specialty courses.

This program has credit transferability to the Legal Administrative Assistant program.

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

Diploma	36 credits

Start Dates

Fall Semester	August
Spring Semester	January

Program Contact
Deborah Allen
Phone (763) 576-4841
E-mail dallen@anokatech.edu

For information on how to apply or to schedule a campus tour please contact the Admissions Office, Phone (763) 576-4850, E-mail info@anokatech.edu

Legal Transcriptionist
Diploma 36 Credits

General Education		10 Credits
COMP1000	Introduction to Computers	3
ENGL1105	Composition I	4
SPCH1200	Interpersonal Communications	3

Technical Credits		26 Credits
ADSC1010	Keyboarding I	3
ADSC1031	Business English Skills	3
ADSC1060	Government, Courts, and Minnesota Criminal Law	3
ADSC1100	Legal Research, Citations, and Office Procedures	4
ADSC1110	Legal Transcription I	2
ADSC1120	Legal Transcription II	2
ADSC1171	Microsoft Excel	2
ADSC1196	Microsoft Word	4
ADSC1205	Written Business Communications	3