

Legal Administrative Assistant Diploma

Program Information

The Anoka Technical College Legal Administrative Assistant diploma is a 50-credit program that consists of technical legal specialty courses plus a core of general education classes designed to develop basic skills.

In addition to keyboarding and accounting skills, the legal administrative assistant receives training in computer and word processing operations, law office management, legal transcription, and the Minnesota legal system, procedures, and documents.

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.

See *Credits*:

*The prerequisite for COMP1000 is COMP 0100 Basic Computer Keyboarding.

Graduation Requirements

ACCUPLACER Test Requirement: Anoka Technical College requires that all students seeking an associate in applied science (AAS) or diploma have new student assessment scores exempting them from taking basic math, basic English, and reading or complete basic math, basic English, and/or reading courses with a "C" grade or better.

See Graduation Standards in the *Student Handbook*.

NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

Transfer Opportunities

The Legal Administrative Assistant diploma program has credit transferability to the Legal Administrative Assistant associate in applied science (AAS) degree program.

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at [Minnesota Transfer](#). Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this [Minnesota Transfer link](#).

For more information please visit our [Transfer page](#)

Industry Information

Legal Administrative Assistants assist lawyers in private law firms, governmental 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, billing and accounting, processing correspondence, transcribing, communicating with clients, utilizing a variety of software, and organizing and managing a busy legal practice.

Technical Requirements	42
General Education/MnTC	8
TOTAL CREDITS	50

Technical Education

42 Credits

<input type="checkbox"/> ADSC1006	Business Law	4
<input type="checkbox"/> ADSC1031	Business English Skills	3
<input type="checkbox"/> ADSC1053	Office Bookkeeping	3
<input type="checkbox"/> ADSC1060	Government, Courts, and Minnesota Criminal Law	3
<input type="checkbox"/> ADSC1070	MN Corporate Law, Collections and Bankruptcy	3
<input type="checkbox"/> ADSC1080	MN Probate and Real Estate Law	4
<input type="checkbox"/> ADSC1090	MN Family Law and Civil Litigation	4
<input type="checkbox"/> ADSC1100	Legal Research, Citations and Office Procedures	4
<input type="checkbox"/> ADSC1110	Legal Transcription I	2
<input type="checkbox"/> ADSC1120	Legal Transcription II	2
<input type="checkbox"/> ADSC1171	Microsoft Excel	2
<input type="checkbox"/> ADSC1196	Microsoft Word	4
<input type="checkbox"/> ADSC1340	Business Job Seeking Skills	1
<input type="checkbox"/> *COMP1000	Introduction to Computers	3

General Education/MnTC Requirements

8 Credits

Eight (8) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

<input type="checkbox"/> ENGL1105	Composition I	4
<input type="checkbox"/> ENGL2105	Business and Technical Writing	4

Also see: Legal Administrative Assistant associate in applied science (AAS) degree

Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development.

Gainful Employment

Follow this link for a [Gainful Employment Report](#).

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2014-2015

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TOTAL CREDITS	50

Start Dates

Fall Semester	August
Spring Semester	January
Summer Semester	May

Faculty Contact

[Deborah Allen](#)763-576-4024
 For service during summer hours contact Enrollment Services 763-576-7710

For information on how to apply or to schedule a tour, please contact
 Admissions by phone 763-576-7710 or by email at info@anokatech.edu

Sample Program Sequence

Full Time

	Fall Semester	Spring Semester
FIRST YEAR	ADSC 10313	ADSC 10064
	ADSC 10603	ADSC 11202
	ADSC 11102	ADSC 11964
	COMP 10003	ENGL 11054
	TOTAL..... 11	TOTAL..... 14
SECOND YEAR	Fall Semester	Spring Semester
	ADSC 10533	ADSC 10904
	ADSC 10703	ADSC 11004
	ADSC 10804	ADSC 13401
	ADSC 11712	ENGL 21054
TOTAL..... 12	TOTAL..... 13	

This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.



Anoka Technical College
 1355 West Highway 10
 Anoka, MN 55303
 763-433-1100
 AnokaTech.edu