Legal Administrative Assistant Diploma

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:
[A] 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 (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

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


Gainful Employment

Follow this link for Gainful Employment Report.

Technical Education: 44 Credits

- ADSC 1003 Introduction to Keyboarding and Speedbuilding …… 2
- ADSC 1006 Business Law ………………………………………… 4
- ADSC 1010 Keyboarding I [A] …………………………………… 3
- ADSC 1031 Business English Skills ……………………………… 3
- ADSC 1054 Office Bookkeeping ………………………………… 4
- ADSC 1064 Government, Courts, and Criminal Law ……….. 3
- ADSC 1075 Corporate Law, Collections and Bankruptcy …… 3
- 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
- ADSC 1111 Legal Transcription ………………………………… 2
- ADSC 1121 Microsoft Excel …………………………………… 2
- ADSC 1196 Microsoft Word ……………………………… 4
- Technical Elective……………………………………………… 2

General Education/MnTC Requirements: 7 Credits

- ENGL1105 Composition I ……………………………………… 4
- ENGL2105 Business and Technical Writing…………………… 4
- 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

AnokaTech.edu
## Sample Program Sequence:

### Full Time

<table>
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<th>1st YEAR</th>
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<th>2nd YEAR</th>
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<td><strong>Fall Semester</strong></td>
<td>ADSC 1003: 2</td>
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<td>ADSC 1010: 3</td>
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<td><strong>Spring Semester</strong></td>
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| **Fall Semester** | ADSC 1100: 4 |
|                  | ADSC 1095: 4 |
|                  | ENGL 2105 or 1105: 4 |
| **TOTAL**        | 12           |