

Program Information

The Anoka Technical College Associate in Applied Science (AAS) degree in Legal Administrative Assistant is a 60-credit program that 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.

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

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](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (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](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (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 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.

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.

Wages/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

Technical Education: 45 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 1135 Legal Admin. Assistant Internship 2
- ADSC 1171 Microsoft Excel 2
- ADSC 1196 Microsoft Word 4
- Technical Elective..... 1

General Education/MnTC Requirements: 15 Credits

Fifteen (15) general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

- ENGL1105 Composition I 4
- OR
- ENGL2105 Business and Technical Writing..... 4
- INTS 1000 Critical Thinking Applications for College 3
- General Education/MnTC Courses..... 8

Also see: Legal Administrative Assistant diploma

Start Dates

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

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



Legal Administrative Assistant

Associate in Applied Science (AAS) Degree

Sample Program Sequence:

Full Time

		Fall Semester		Spring Semester	
1st YEAR		ADSC 1003.....	2		
		ADSC 1010.....	3	ADSC 1006.....	4
		ADSC 1031.....	3	ADSC 1054.....	4
		ADSC 1064.....	3	ADSC 1196.....	4
		INTS 1000.....	3	ENGL 1105 or 2105.....	4
		TOTAL	14	TOTAL	16
2nd YEAR					
		ADSC 1075.....	3	ADSC 1095.....	4
		ADSC 1085.....	4	ADSC 1100.....	4
		ADSC 1111.....	2	ADSC 1135.....	2
		ADSC 1171.....	2	Gen Ed/MnTC.....	4
		Gen Ed/MnTC.....	4	Technical Elective.....	1
	TOTAL	15	TOTAL	15	