Program Information
The Anoka Technical College Legal Assistant certificate is a 17-credit online program that consists of administrative support career and legal specialty courses to provide graduates a specialty area in law for success in the workplace.

Program Learning Outcomes
By completing this program, students will achieve the following learning outcomes:
1. Illustrate proficiency in use of Microsoft Excel.
2. Demonstrate knowledge of keyboard.
3. Compose legal correspondence and legal documents.
4. Employ Microsoft Word.
5. Recognize legal terminology.

Course Prerequisites
None

Graduation Requirements
All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certificate must meet the cumulative grade point average (GPA) of 2.0 or higher.

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
• Anoka Technical College transfer student

Industry Information
Legal assistants support lawyers in private law firms, government 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, processing correspondence, transcribing, communicating with clients, and utilizing a variety of software.

Wages/Outlook/Advancement
Wage information is available from the Minnesota Department of Employment and Economic Development.

Start Dates
Fall Semester ................................................................. August
Spring Semester ........................................................... January

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

Also see: Legal Assistant AAS degree and diploma