

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

Program Sequence

First Semester	17
<input type="checkbox"/> ADSC 1003 Introduction to Keyboarding and Speedbuilding	2
<input type="checkbox"/> ADSC 1111 Legal Transcription	2
<input type="checkbox"/> ADSC 1171 Microsoft Excel	2
<input type="checkbox"/> ADSC 1197 Microsoft Word	4
<input type="checkbox"/> INTS 1000 Critical Thinking Applications for College	3
Program Electives	4

Please select one of the following courses:

<input type="checkbox"/> ADSC 1006 Business Law	4
<input type="checkbox"/> ADSC 1085 Probate and Real Estate Law	4
<input type="checkbox"/> ADSC 1095 Family Law and Civil Litigation	4
<input type="checkbox"/> ADSC 1100 Legal Research, Citations and Office Procedures	4

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



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