

**Program Information**

The Anoka Technical College Legal Assistant (LA) diploma is a 35-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.

**Program Learning Outcomes**

By completing this program, students will achieve the following learning outcomes:

1. Communicate effectively including remote technology, think critically to solve problems, interact in complex environments, and other general education competencies needed for success in careers.
2. Demonstrate competency in creating letters and legal documents, including the use of Microsoft Word.
3. Demonstrate the requisite skills for employment as defined by Association for Legal Professionals (NALS) and the Legal Assistant Program Advisory committee. The Legal Assistant Program will deliver an industry-validated technical education Legal Assistant curriculum.
4. Successfully fulfill their internship at the legal host sites.
5. Be employment ready or able to continue their education.

**Course Prerequisites**

Some courses may require appropriate test score or completion of basic math, basic English and/or reading courses with a "C" or better.

- **ADSC 1064** prerequisites READ 0900 or READ 0960 or appropriate test score.

**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**

As a legal 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 assistant functions as an assistant to the lawyer or judge.

**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**

<b>First Semester</b> .....	<b>17</b>
<input type="checkbox"/> ADSC 1003 Introduction to Keyboarding and Speedbuilding .....	2
<input type="checkbox"/> ADSC 1006 Business Law .....	4
<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
<b>Second Semester</b> .....	<b>18</b>
<input type="checkbox"/> ADSC 1064 Government, Courts, and Criminal Law .....	3
<input type="checkbox"/> ADSC 1075 Corporate Law, Collections and Bankruptcy .....	3
<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

**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](mailto:EnrollmentServices@anokatech.edu)

*Also see: Legal Assistant AAS degree and Legal Assistant certificate*



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[AnokaTech.edu](http://AnokaTech.edu)