

# Legal Administrative Studies: Certificate

<b>Faculty of Business</b>	kpu.ca/business
<b>Implementation Date</b>	01-Sep-2011
<b>Start Date(s)</b>	September
<b>Admission Type</b>	Open admission
<b>Enrolment Type</b>	Limited enrolment
<b>Program Type</b>	Undergraduate
<b>Credential Granted</b>	Certificate
<b>Offered At</b>	Surrey
<b>Format</b>	Full-time
<b>How to Apply</b>	www.kpu.ca/admission

## DESCRIPTION

The Legal Administrative Studies program provides students with training in general and specialized administrative support procedures which are utilized in today's legal offices. Subjects covered include general office procedures, wills and estates, corporate records, civil litigation, family law, and conveyancing. In addition, students will become knowledgeable in word processing skills.

Upon graduation, students will be eligible to obtain employment in legal offices, notary public offices, government offices, or legal departments of large corporations. With additional education some graduates go on to become paralegals.

## PROGRAM ADMISSION REQUIREMENTS

General university admission requirements apply to this program including the undergraduate-level English Proficiency Requirement.

Basic keyboarding skills are also recommended.

## PROGRAM REQUIREMENTS

### Semester 1 (Fall)

#### All of:

LGLA 1202	Legal Office Procedures – Corporate Law	3 credits
LGLA 1205	Legal Office Procedures – Litigation	3 credits
LGLA 1125	Legal Procedure and Research	3 credits
LGLA 1145	Word Processing	3 credits

#### One of:

LGLA 1155	Business Communications	3 credits
CMNS 1140	Introduction to Professional Communication	3 credits

### Semester 2 (Spring)

#### All of:

LGLA 1115	Bookkeeping Basics	3 credits
LGLA 1135	Computer Competency or CBSY 1105 Introductory Computer Applications	3 credits
LGLA 1203	Legal Office Procedures – Conveyancing	3 credits
LGLA 1204	Legal Office Procedures – Wills & Estates	3 credits
LGLA 1206	Legal Office Procedures – Family Law	3 credits
LGLA 1399	Legal Assistant Work Experience/Project	3 credits

## CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in Legal Administrative Studies**.