

Legal Administrative Studies

Want to work in an office? Interested in the law? If so, a career as a Legal Administrative Assistant is for you!

Did you know that Legal Administrative Assistants are amongst the highest paid office assistants in BC? This is because Legal Administrative Assistants are professional assistants who have knowledge of various areas of law in addition to their administrative skills.

The program starts in September and is designed for full-time students wanting to develop employment-ready skills in only eight months.

How will this program prepare you to become a Legal Administrative Assistant? This career focused program will introduce you to a number of different areas of law, such as family law and wills and estates. It will also equip you with the essential skills you will need to be successful in the workplace by using realistic simulation exercises. Most classes are in the computer lab and there is a real hands-on approach to teaching in this program.

Please visit www.kpu.ca/business/programs for more information on School of Business programs.

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STUDENT PROFILE

We find that our students are focused and committed to becoming a valuable member of the legal office team. Understanding that Legal Administrative Assistants are professional assistants, you should be prepared to treat the program as a full-time professional program.

We have a variety of students in the program. Some students enter the program with previous post-secondary experience and are seeking to develop the practical skills necessary to enter the workforce and the legal profession. Some students are changing career direction, whilst others are high school students who have identified an interest in the legal field. All are welcome!

Ideally, you should already have good keyboarding/typing skills that can be further developed in the program.

CAREER OPPORTUNITIES

The program achieves good employability rates, with graduates working in a variety of organizations, such as: law firms, notary public offices, government offices, and legal departments of large corporations. Graduates will be eligible to secure entry-level Legal Administrative Assistant positions, but there are many opportunities for career progression in due course, such as becoming a senior Legal Administrative Assistant or becoming a paralegal.