

Legal Administrative Studies: Certificate

| Faculty of Business | |
|---------------------------|--------------------|
| kwantlen.ca/business | |
| IMPLEMENTATION DATE | START DATE(S) |
| 01-Sep-2011 | September |
| ADMISSION TYPE | ENROLMENT TYPE |
| Open admission | Limited enrolment |
| PROGRAM TYPE | CREDENTIAL GRANTED |
| Undergraduate | Certificate |
| OFFERED AT | FORMAT |
| Surrey | Full-time |
| HOW TO APPLY | |
| www.kwantlen.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.

CONTENT

Semester 1 (Fall)

All of:

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| 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:

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

Semester 2 (Spring)

All of:

| | | |
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| LGLA 1115 | Bookkeeping Basics | 3 credits |
| LGLA 1135 | Computer Competency or CBSY 1105 Introductory Microcomputer 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 |

GRADUATION

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