

LEGAL ADMINISTRATIVE STUDIES (LGLA)

This is a list of the Legal Administrative Studies (LGLA) courses available at KPU.

LGLA 1115 (formerly ABTY 1115) 3 Credits **Bookkeeping For the Law Office**

Students will practice basic bookkeeping functions for a law office. They will perform all functions of the complete accounting cycle, reconcile bank statements and perform payroll functions.

LGLA 1125 3 Credits **Introduction To Legal Office Procedures And Legal Research**

Students will study and apply the procedures and documentation related to a general legal office for success in the workplace. They will work in teams to examine statute and case law.

LGLA 1135 (formerly ABTY 1135) 3 Credits **Computer Competency**

Students will produce databases, spreadsheets and reports, and slide shows using Microsoft Excel, Access and PowerPoint.

LGLA 1145 (formerly ABTY 1145) 3 Credits **Word Processing**

Students will produce a variety of business documents using basic and intermediate features of word processing software. Proper formatting, proofreading, and attention to detail will be emphasized.

LGLA 1155 (formerly ABTY 1155) 3 Credits **Business Communications**

Students will practice English language skills, applying the mechanics of style, developing proofreading and editing skills and using words effectively. They will apply these skills to a variety of business communications.

LGLA 1202 (formerly ABTY 1202) 3 Credits **Legal Office Procedures - Corporate Law**

Students will study the BC Business Corporations Act, and any relevant acts and regulations, and the terminology and procedures relating to corporate law. They will prepare and process the documentation required for incorporation of a company, for post-incorporation, for annual requirement and for registration, and will file the appropriate documents with the Registrar of Companies.

LGLA 1203 (formerly ABTY 1203) 3 Credits **Legal Office Procedures - Conveyancing**

Students will apply the procedures and documentations related to the transfer of real estate in British Columbia. They will focus on the transfer of title of residential properties, including strata title and mortgage financing.

Prerequisites: (ABTY 1145 and ABTY 1155 and ABTY 1202 and ABTY 1205) or [LGLA 1145 and (LGLA 1155 or CMNS 1140) and LGLA 1202 and LGLA 1205]

LGLA 1204 (formerly ABTY 1204) 3 Credits **Legal Office Procedures - Wills and Estates**

Students will prepare and process wills, codicils, applications for Letters Probate and Letters of Administration, correspondence regarding estates, distribution and passing of accounts

Prerequisites: (ABTY 1145 and ABTY 1155 and ABTY 1202 and ABTY 1205) or [LGLA 1145 and (LGLA 1155 or CMNS 1140) and LGLA 1202 and LGLA 1205]

LGLA 1205 (formerly ABTY 1205) 3 Credits **Legal Office Procedures - Litigation**

Students will study the process of civil litigation in BC. They will learn the preparation and processing of civil litigation documents, including trial procedures and collections procedures resulting from court judgments.

LGLA 1206 (formerly ABTY 1206) 3 Credits **Legal Office Procedures - Family Law**

Students will be introduced to the process of family law in BC. They will learn the preparation and processing of family law documents, including trial procedures and collections procedures resulting from court judgments. Student centered instruction will focus on the legal procedures and documentation related to marriage agreements, separation agreements, division of family assets and defended and undefended divorces. Students will become familiar with the requirements of the Divorce Act and the Family Relations Act

Prerequisites: (ABTY 1145 and ABTY 1155 and ABTY 1202 and ABTY 1205) or [LGLA 1145 and (LGLA 1155 or CMNS 1140) and LGLA 1202 and LGLA 1205]

Transferable (refer to transfer guide)

LGLA 1399 (formerly ABTY 1399) 3 Credits **Legal Assistant Work Experience/Project**

Students will apply academic and practical knowledge and skills through relevant experience in the workplace or through the completion of a comprehensive project.

Prerequisites: (ABTY 1125 and ABTY 1145 and ABTY 1155 and ABTY 1202 and ABTY 1205) or [LGLA 1125 and LGLA 1145 and (LGLA 1155 or CMNS 1140) and LGLA 1202 and LGLA 1205]
Co-requisites: (ABTY 1115 and ABTY 1135 and ABTY 1203 and ABTY 1204 and ABTY 1206) or [LGLA 1115 and (LGLA 1135 or CBSY 1105) and LGLA 1203, and LGLA 1204 and LGLA 1206]
(ABTY 1115 and ABTY 1135 and ABTY 1203 and ABTY 1204 and ABTY 1206) or [LGLA 1115 and (LGLA 1135 or CBSY 1105) and LGLA 1203, and LGLA 1204 and LGLA 1206]