Legal Administrative Studies: Certificate

Faculty of Business	kpu.ca/business
Implementation Date	01-Sep-2011
Start Date(s)	September
Admission Type	Open admission
Enrolment Type	Limited enrolment
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Surrey
Format	Full-time
How to Apply	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. It is a full-time program with two terms of study starting in September. 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. The certificate program will appeal to people who are looking to start a challenging but rewarding career in the legal profession.

STUDENT PROFILE

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. Students accepted into the program must have good organizational skills and must be prepared to treat it as a professional course, as the program is designed to equip students with the knowledge and skills to be successful in the law office. Students interested in this program should have good keyboarding and communication skills.

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, such as becoming a senior Legal Administrative Assistant or becoming a paralegal.

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**.