

Legal Administrative Studies: Certificate

School of Business	kpu.ca/business
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Surrey
Start Date(s)	September
Intake Type	Limited intake
Format	Full-time
Instructional Cycle	Semester-based
Curriculum Effective Date	01-Sep-2011
How to Apply	www.kpu.ca/admission

DESCRIPTION

The Legal Administrative Studies certificate 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.

ADMISSION REQUIREMENTS

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:

Basic keyboarding skills are also recommended.

CURRICULAR 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
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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

One of:

LGLA 1135	Legal Administrative Computer Applications	3 credits
CBSY 1105	Computer Business Applications	3 credits

CREDENTIAL AWARDED

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