

# CERTIFICATE IN LEGAL ADMINISTRATIVE STUDIES

## At a Glance

### Faculty

[www.kpu.ca/business](http://www.kpu.ca/business/) (<http://www.kpu.ca/business/>)

### Area of Study:

[www.kpu.ca/business/legal-admin](http://www.kpu.ca/business/legal-admin/) (<http://www.kpu.ca/business/legal-admin/>)

### Academic Level:

Undergraduate

### Credential Granted:

Certificate

### Start Date:

Fall (September)

### Intake Type:

- Limited

### Minimum Credits Required:

33

### Curriculum Effective Date:

01-Sep-2018

## 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.

## Requirements

### Admission Requirements

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement (<https://calendar.kpu.ca/admissions/english-proficiency-requirements/>), apply to this program.

Basic keyboarding skills are also recommended.

### Curricular Requirements

Code	Title	Credits
CMNS 1140	Introduction Workplace Writing and Communications	3
LGLA 1125	Introduction To Legal Office Procedures	3
LGLA 1145	Legal Administrative Computer Applications I: Document Preparation/Production	3
LGLA 1160	Contemporary Issues in the Law Office	3
LGLA 1185	Legal Administrative Computer Applications II	3

LGLA 1202	Corporate Law and Procedures	3
LGLA 1204	Wills and Estates	3
LGLA 1205	Litigation and Civil Procedure	3
LGLA 1206	Family Law and Procedures	3
LGLA 1399	Legal Assistant Work Experience/Project	3
<b>Total Credits</b>		<b>30</b>

## Credential Awarded

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