

LEGAL ADMINISTRATIVE STUDIES (LGLA) | MELVILLE SCHOOL OF BUSINESS

Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables/](http://www.kpu.ca/registration/timetables/) (<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](https://www.bctransferguide.ca/) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

LGLA 1125 3 credits

Introduction To Legal Office Procedures

Students will study and apply the procedures and documentation related to a general legal office for success in the workplace.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1145 3 credits

Legal Administrative Computer Applications I: Document Preparation/Production

Legal assistants require proficiency and advanced skills in document production to service all practice areas in a legal firm. Students will learn to create and format complex legal documents and layouts efficiently using the industry current document production program(s).

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1160 3 credits

Contemporary Issues in the Law Office

Students will learn how to navigate through a complex law office environment by applying advanced principles in leadership and organizational change theories, trust accounting/anti-money laundering, and conflict resolution strategies. Topics explored include access to justice, diversity and inclusion, reconciliation, and mental health and wellness, allowing students to be successful at reaching their personal goals in a high paced, legal setting.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1185 3 credits

Legal Administrative Computer Applications II

Students will be instructed in the detailed use of file management, PDF, presentation, electronic communications and spreadsheet software useful in a legal administrative environment. Using legal administrative-oriented examples taught in a hands-on environment (i.e. a computer lab) students will develop and apply skills and concepts that are critical for success in their academic studies and career. Note: This course is equivalent with LGLA 1135. Students may earn credit for only one of these courses.

Level: UG

Prerequisite(s): LGLA 1145

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1202 3 credits

Corporate Law and Procedures

Students will develop an understanding of the procedures and terminology relating to corporate law, and will become familiar with the requirements of the BC Business Corporations Act. Students will prepare the documentation required for: incorporation of a company; post-incorporation matters; annual requirements; and changes during a company's life cycle. Students will also learn how to maintain and file the appropriate documents in a Corporate Records Book.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1204 3 credits

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

Level: UG

Prerequisite(s): LGLA 1145 and 1205

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1205 3 credits

Litigation and Civil Procedure

Students will study the process of civil litigation in BC. They will learn the preparation and processing of civil litigation documents, including application and trial procedures.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1206 3 credits

Family Law and Procedures

Students will be introduced to 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 Law Act.

Level: UG

Prerequisite(s): LGLA 1145 and LGLA 1205

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 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.

Level: UG

Prerequisite(s): All of (a) LGLA 1125, 1145, 1202, 1205 and (b) CMNS 1140

Co-requisite(s): LGLA 1160, 1185, 1204 and 1206

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)