



Created by: Academic Advising

2021 to 2022 Academic Year

The information included in this list is subject to change

LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST

EFFECTIVE FALL 2021

All courses in the Legal Assistant Diploma (LAD) Program must be completed within five years of your start date.

Recommended Term:	Course	Course Name:	Course Credit	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
	Code:	Click on the course name for more information.	Weight: Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring	Requirements:	A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
1	ADMN1101	Introduction to Professional	3 credits	F/W/S	D (50% or higher)			
	LEGL1201	Introduction to the Legal Profession	3 credits	F/W/S	D (50% or higher)			
	LEGL1401	Legal Document Processing I	3 credits	F/W/S	D (50% or higher)			
	LEGL1501	Litigation I	3 credits	F/W/S	D (50% or higher)			
	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
2	ADMN1102	Advanced Professional Keyboarding	3 credits	F/W/S	D (50% or higher)	ADMN1101		
	LEGL1402	Legal Document Processing II	3 credits	F/W/S	D (50% or higher)	LEGL1401		
	LEGL1502	Litigation II	3 credits	F/W/S	D (50% or higher)	LEGL1501		
	LEGL1602	Real Estate Law I	3 credits	F/W/S	D (50% or higher)	LEGL1401		
	LEGL2105	Criminal Law for Legal Assistants	3 credits	F/W/S	D (50% or higher)	LEGL1201		
3	ADMN1203	Business Technology	3 credits	F/W/S	D (50% or higher)	LEGL1401 OR ADMN1301 AND MGMT1201		
	LEGL1603	Real Estate Law II	3 credits	F/W/S	D (50% or higher)	LEGL1602		
	LEGL2101	Corporate Law	3 credits	F/W/S	D (50% or higher)	LEGL1201		
	LEGL2103	Family Law	3 credits	F/W/S	D (50% or higher)	LEGL1401, LEGL1501		
	LEGL2104	Wills & Estates	3 credits	F/W/S	D (50% or higher)	LEGL1402, LEGL1501		
4	LEGL2102	Commercial Law	3 credits	F/W/S	D (50% or higher)	LEGL1601 OR LEGL1603 AND LEGL2101		
	LEGL2402	Legal Transcription	3 credits	F/W/S	D (50% or higher)	ADMN1102, LEGL1402		
	LEGL2601	Credit & Collections	3 credits	F/W/S	D (50% or higher)	LEGL1601 OR LEGL1602 AND LEGL1501		
	LEGL2701	Law Office Procedures	3 credits	F/W/S	D (50% or higher)	LEGL1201, LEGL1401, MGMT1201		
	LEGL2999	Legal Assistant Capstone	3 credits	F/W/S	D (50% or higher)	LEGL1601 OR LEGL1603 AND LEGL2101, LEGL2103, LEGL2104, MGMT1201	LEGL2402	
Optional Work Experience								
4	ADMN9998	Employment Preparation	0 credits	F/W/S		Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S		Please visit the Work Experience page		