



Created by: Academic Advising

2022 to 2023 Academic Year

The information included in this list is subject to change

LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST **EFFECTIVE FALL 2022**

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
	Code:		Weight:	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.	Checklist:
1	ADMN1101	Introduction to Professional Keyboarding	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	B- (70% or higher)			
2	ADMN1102	Advanced Professional Keyboarding	3 credits	F/W/S	B- (70% or higher)	ADMN1101		
	LEGL1402	Legal Document Processing II	3 credits	F/W/S	B- (70% 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)	LEGL1402, LEGL1502		
	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)	LEGL1603, 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)	LEGL1402, LEGL1502, LEGL1602		
	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	B- (70% or higher)	LEGL1603, LEGL2101, LEGL2103, LEGL2104, MGMT1201	LEGL2402	
5	LEGL2998	Field Placement for Legal Assistants	3 credits	TBA	Pass or Fail	Completion of 60 program credits from the following: *Required Legal Assistant Diploma courses with a minimum GPA of 2.0 *Minimum B- grade in ADMN1102, MGMT1201, LEGL1402, LEGL2999		