

LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST							
List is effective September 3, 2024 to August 22, 2025. Learners follow the Program Course List in place at the start of their program.							
The Legal Assistant (LAD) diploma program must be completed within 5 years							
IMPORTANT INFORMATION ABOUT THIS PROGRAM							
Course availability and program requirements are determined by the Chiu School of Business							
Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, or their MyBVC for information for courses delivery types and availability.							
The program requirements that were in effect on the date that the learner began their program are those that need to be fulfilled in order to graduate.							
Term availability listed is only for the 2024/2025 Academic Year.							
Maximum class capacity is determined by the department offering the course.							
Pre-requisites are courses that must be completed before taking a more advanced course.							
Co-requisites are courses that must be taken before or at the same time as another course.							
Learners may attempt a course a maximum of 3 times. This includes withdrawing from a course.							
WORK INTEGRATED LEARNING							
A minimum B- grade (70% or higher) in ADMN1102, MGMT1201, LEGL1402, LEGL2703 is required for the LEGL2998 placement.							
A minimum program GPA of 2.0 (64% or higher) is required for the LEGL2998 placement.							
Term	Course	Credits	Availability	Passing grade	Pre-requisite	Co-requisite	Checklist (for learner use)
1	ADMN1101 Introduction to Professional Keyboarding	3	Fall/Winter/Spring	D (50% or higher)			
	LEGL1201 Introduction to the Legal Profession	3	Fall/Winter/Spring	D (50% or higher)			
	LEGL1401 Legal Document Processing I	3	Fall/Winter/Spring	D (50% or higher)			
	LEGL1501 Litigation I	3	Fall/Winter/Spring	D (50% or higher)			
	MGMT1201 Business Communication	3	Fall/Winter/Spring	D (50% or higher)			
2	ADMN1102 Advanced Professional Keyboarding	3	Fall/Winter/Spring	D (50% or higher)	ADMN1101		
	LEGL1402 Legal Document Processing II	3	Fall/Winter/Spring	D (50% or higher)	LEGL1401		
	LEGL1502 Litigation II	3	Fall/Winter/Spring	D (50% or higher)	LEGL1501		
	LEGL1602 Real Estate Law I	3	Fall/Winter/Spring	D (50% or higher)	LEGL1401		
	LEGL2105 Criminal Law for Legal Assistants	3	Fall/Winter/Spring	D (50% or higher)	LEGL1201		
3	ADMN1203 Business Technology	3	Fall/Winter/Spring	D (50% or higher)	MGMT1201 and one of the following courses: ADMN1301 or LEGL1401		
	LEGL1603 Real Estate Law II	3	Fall/Winter/Spring	D (50% or higher)	LEGL1602		
	LEGL2101 Corporate Law	3	Fall/Winter/Spring	D (50% or higher)	LEGL1201		
	LEGL2103 Family Law	3	Fall/Winter/Spring	D (50% or higher)	LEGL1402, LEGL1502		
	LEGL2104 Wills & Estates	3	Fall/Winter/Spring	D (50% or higher)	LEGL1402, LEGL1501		
4	LEGL2102 Commercial Law	3	Fall/Winter/Spring	D (50% or higher)	LEGL1603, LEGL2101		
	LEGL2301 Communication Skills for the Legal Assistant	3	Fall/Winter/Spring	D (50% or higher)	ADMN1102, LEGL1402, MGMT1201		
	LEGL2601 Credit & Collections	3	Fall/Winter/Spring	D (50% or higher)	LEGL1402, LEGL1502, LEGL1602		
	LEGL2702 Legal Assistant Procedures	3	Fall/Winter/Spring	D (50% or higher)	LEGL1201, LEGL1402, MGMT1201		
	LEGL2703 Legal Assistant Office Simulation	3	Fall/Winter/Spring	D (50% or higher)	LEGL1603, LEGL2101, LEGL2103, LEGL2104, MGMT1201	LEGL2301, LEGL2402	
5	Work Integrated Learning						
	LEGL2998 Field Placement for Legal Assistants	3	Fall/Winter/Spring	Pass or Fail	Completion of 60 credits from the LAD program. A minimum GPA of 2.0. Minimum B- grade in ADMN1102, MGMT1201, LEGL1402, LEGL2703		
TOTAL CREDITS		63	A full time course load is 9 credits or more. A part time course load is 8 credits or less.				