

LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST

EFFECTIVE FALL 2018

All courses in the Legal Assistant Diploma Program must be completed within five years of the original start date.

Subject to change

| Recommended Term: | Course Code: | Course Name: <small>*please note, courses are listed in the recommended program progression order and term*</small> | Course Credit Weight: <small>*A full-time course load is 9 credits or more*</small> | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Pre-requisites: <small>A course that a learner must pass or other condition that must be met before registering in a more advanced course.</small> | Completion Checklist: <small>(for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*</small> |
|-------------------|--------------|--|--|---|---|---|---|---|---|---|
| | | | | Fall 2018 | Winter 2019 | Spring 2019 | Fall 2019 | | | |
| 1 | ADMN1101 | Keyboarding/Skillbuilding I | 3 credits | C,O | C,O | O | C,O | | | |
| 1 | MGMT1201 | Business Communication | 3 credits | C,O | C,O | O | C,O | | | |
| 1 | LEGL1201 | Introduction to the Legal Profession | 3 credits | C,O | C,O | O | C,O | | | |
| 1 | LEGL1401 | Legal Document Processing I | 3 credits | C,O | C,O | O | C,O | | | |
| 1 | LEGL1501 | Litigation I | 3 credits | C,O | C,O | O | C,O | | | |
| 2 | ADMN1102 | Keyboarding/Skillbuilding II | 3 credits | O | C,O | O | O | ADMN1101 | | |
| 2 | LEGL1402 | Legal Document Processing II | 3 credits | O | C,O | O | O | LEGL1401 | | |
| 2 | LEGL1502 | Litigation II | 3 credits | O | C,O | C,O | O | LEGL1501 | | |
| 2 | LEGL1601 | Introduction to Real Estate | 3 credits | O | C,O | C,O | O | LEGL1401 | | |
| 2 | LEGL2103 | Family Law | 3 credits | O | C,O | C,O | O | LEGL1501 | | |
| 3 | ADMN1103 | Keyboarding/Skillbuilding III | 3 credits | C,O | O | O | C,O | ADMN1102 | | |
| 3 | LEGL2101 | Corporate Law | 3 credits | C,O | O | O | C,O | | | |
| 3 | LEGL2104 | Wills & Estates | 3 credits | C,O | O | O | C,O | LEGL1501 | | |
| 3 | LEGL2601 | Credit & Collections | 3 credits | C,O | O | O | C,O | LEGL1501 | | |
| 3 | LEGL2701 | Law Office Procedures | 3 credits | C,O | O | O | C,O | LEGL1201, LEGL1401 | | |
| 4 | LEGL2102 | Commercial Law | 3 credits | O | C,O | O | O | LEGL1601, LEGL2101 | | |
| 4 | LEGL2105 | Criminal Law for Legal Assistants | 3 credits | O | C,O | O | O | LEGL1201 | | |
| 4 | ADMN1203 | Business Technology (online only) | 3 credits | O | O | O | O | LEGL1401, MGMT1201 | | |
| 4 | LEGL2402 | Legal Transcription | 3 credits | O | C,O | O | O | ADMN1102, LEGL1402 | | |
| 4 | LEGL2999 | Legal Assistant Capstone | 3 credits | O | C,O | O | O | ADMN1701, LEGL1601, LEGL2101, LEGL2103, LEGL2104, LEGL2402 (co-requisite) | | |

WORK EXPERIENCE (Optional)

| Recommended Term: | Course Code: | Course Name: <small>*please note, courses are listed in the recommended program progression order and term*</small> | Course Credit Weight: | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Availability: course delivery: C-classroom O- Online B-Blended | Pre-requisites: | Completion Checklist: <small>(for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*</small> |
|-------------------|--------------|--|-----------------------|--|---|---|---|--|---|
| | | | | Fall 2018 | Winter 2019 | Spring 2019 | Fall 2019 | | |
| 1, 2 or 3 | TOWES | Test of Workplace Essential Skills | 0 credits | O | O | O | O | | |
| 2, 3, or 4 | ADMN9998 | Employment Preparation | 0 credits (\$150) | O | O | O | O | Completion of 30 program credits | |
| 3, 4 or 5 | ADMN9999 | Work Experience | 0 credits (\$200) | Work experience follows immediately after completion of all courses. All placements are made within Calgary. | | | | *Minimum 2.6 GPA *Achieve a B- or higher MGMT1201 *Complete Test of Workplace Essential Skills (TOWES) *Demonstrated commitment to learning and professionalism *Receive departmental approval | |

PART-TIME STATUS: 6 CREDITS OR LESS FULL-TIME STATUS: 9 CREDITS OR MORE MAXIMUM CREDITS ALLOWED PER TERM: 15

Revised: Jul 26, 2018