

LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST FOR STUDENTS STARTING FALL 2019

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: *please note, courses are listed in the recommended program progression order and term*	Course Credit Weight: *A full-time course load is 9 credits or more*	Availability: course delivery:			Pre-requisites: A course that a learner must pass or other condition that must be met before registering in a more advanced course.	Completion Checklist: (for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*
				Fall 2019	Winter 2020	Spring 2020		
1	ADMN1101	Keyboarding/Skillbuilding I	3 credits	C,O	C,O	O		
1	MGMT1201	Business Communication	3 credits	C,O	C,O	C,O		
1	LEGL1201	Introduction to the Legal Profession	3 credits	C,O	C,O	O		
1	LEGL1401	Legal Document Processing I	3 credits	C,O	C,O	O		
1	LEGL1501	Litigation I	3 credits	C,O	C,O	O		
2	ADMN1102	Keyboarding/Skillbuilding II	3 credits	O	C,O	O	ADMN1101	
2	LEGL1402	Legal Document Processing II	3 credits	O	C,O	O	LEGL1401	
2	LEGL1502	Litigation II	3 credits	C,O	C,O	C,O	LEGL1501	
2	LEGL1601	Introduction to Real Estate	3 credits	C,O	C,O	C,O	LEGL1401	
2	LEGL2103	Family Law	3 credits	C,O	C,O	C,O	LEGL1501	
3	ADMN1103	Keyboarding/Skillbuilding III	3 credits	C,O	O	O	ADMN1102	
3	LEGL2101	Corporate Law	3 credits	C,O	O	O		
3	LEGL2104	Wills & Estates	3 credits	C,O	O	O	LEGL1501	
3	LEGL2601	Credit & Collections	3 credits	C,O	O	O	LEGL1501	
3	LEGL2701	Law Office Procedures	3 credits	C,O	O	O	LEGL1201, LEGL1401	
4	LEGL2102	Commercial Law	3 credits	O	C,O	O	LEGL1601, LEGL2101	
4	LEGL2105	Criminal Law for Legal Assistants	3 credits	O	C,O	O	LEGL1201	
4	ADMN1203	Business Technology (online only)	3 credits	O	O	O	LEGL1401, MGMT1201	
4	LEGL2402	Legal Transcription	3 credits	O	C,O	O	ADMN1102, LEGL1402	
4	LEGL2999	Legal Assistant Capstone	3 credits	O	C,O	O	MGMT1201, LEGL1601, LEGL2101, LEGL2103, LEGL2104, LEGL2402 (co-requisite)	
WORK EXPERIENCE (Optional)								
Recommended Term:	Course Code:	Course Name: *please note, courses are listed in the recommended program progression order and term*	Course Credit Weight:	Availability: course delivery:			Pre-requisites:	Completion Checklist: (for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*
				Winter 2019	Spring 2019	Fall 2019		
1, 2 or 3	TOWES	Test of Workplace Essential Skills	0 credits	Testing is only available at the beginning of each term.				
2, 3, or 4	ADMN9998	Employment Preparation	0 credits (\$150)	C, O	C, O	C, 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) *ADMN9998 *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