

Legal Assistant Diploma In-Class and Online Schedule

This schedule can be used to plan the sequence of courses to meet the graduation requirements. A full course load per semester includes 5 courses. Students may elect to take fewer courses each semester; however, it will take longer to complete the program. If you need help planning your schedule, contact a Student Engagement Officer at CSBstudentadvising@bowvalleycollege.ca

Course Delivery: C - Classroom. O - Online.

Course Offerings by Term (Courses may be subject to availability)		Prerequisites	17FALL	18WINT	18SPRI	18FALL
ADMN1101	Keyboarding/Skillbuilding I		C, O	C, O	O	C, O
ADMN1102	Keyboarding/Skillbuilding II	ADMN1101	O	C,O	C, O	O
ADMN1103	Keyboarding/Skillbuilding III	ADMN1102	C, O	O	O	C, O
ADMN1701	Communication Fundamentals		C, O	C, O	O	C, O
LEGL1201	Introduction to the Legal Profession		C, O	C, O	O	C, O
LEGL1401	Legal Document Processing I		C, O	C, O	O	C, O
LEGL1402	Legal Document Processing II	LEGL1401	O	C,O	C, O	O
LEGL1501	Litigation I		C, O	C, O	O	C, O
LEGL1502	Litigation II	LEGL1501	O	C, O	C, O	O
LEGL1601	Introduction to Real Estate		O	C, O	O	O
LEGL2101	Corporate Law		C, O	O	O	C, O
LEGL2102	Commercial Law	LEGL1601, LEGL2101	O	O	O	C,O
LEGL2103	Family Law	LEGL1501	O	C, O	C,O	C, O
LEGL2104	Wills & Estates		C, O	O	O	O
LEGL2105	Criminal Law for Legal Assistants		O	C, O	O	O
LEGL2401	Legal Information Processing	LEGL1401	O	C, O	O	O
LEGL2402	Legal Transcription	ADMN1102, LEGL1402	O	C, O	O	O
LEGL2601	Credit & Collections	LEGL1501	C, O	O	O	C, O
LEGL2701	Law Office Procedures		C, O	O	O	C, O
LEGL2999	Legal Assistant Capstone	ADMN1701, LEGL1601, LEGL2101, LEGL2103, LEGL2104 Corequisite: LEGL2402	O	C, O	O	O
Optional Courses (Speak to a Student Engagement Officer regarding eligibility)		Prerequisites	17FALL	18WINT	18SPRI	18FALL
ADMN9998	Employment Preparation (0 credits)	Completion of 15 credits in the Legal Assistant Diploma program	O	O	O	O
ADMN9999	Work Experience (0 credits)	Passing grades in all required courses including ADMN 9998, minimum cumulative GPA of 2.6, minimum grade B- in ADMN 1701 or MGMT1201 or LEGL1301, TOWES completion, and demonstrated commitment to learning and professionalism.	Work experience follows completion of all courses.			