

**LEGAL ASSISTANT DIPLOMA PROGRAM COURSE LIST** **FOR STUDENTS STARTING WINTER 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:	Availability:	Availability:	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*
				course delivery: C-classroom O- Online B-Blended	course delivery: C-classroom O- Online B-Blended	course delivery: C-classroom O- Online B-Blended		
				Winter 2019	Spring 2019	Fall 2019		
1	ADMN1101	Keyboarding/Skillbuilding I	3 credits	C,O	O	C,O		
1	MGMT1201	Business Communication	3 credits	C,O	C,O	C,O		
1	LEGL1201	Introduction to the Legal Profession	3 credits	C,O	O	C,O		
1	LEGL1401	Legal Document Processing I	3 credits	C,O	O	C,O		
1	LEGL1501	Litigation I	3 credits	C,O	O	C,O		
2	ADMN1102	Keyboarding/Skillbuilding II	3 credits	C,O	O	O	ADMN1101	
2	LEGL1402	Legal Document Processing II	3 credits	C,O	O	O	LEGL1401	
2	LEGL1502	Litigation II	3 credits	C,O	C,O	O	LEGL1501	
2	LEGL1601	Introduction to Real Estate	3 credits	C,O	C,O	O	LEGL1401	
2	LEGL2103	Family Law	3 credits	C,O	C,O	O	LEGL1501	
3	ADMN1103	Keyboarding/Skillbuilding III	3 credits	O	O	C,O	ADMN1102	
3	LEGL2101	Corporate Law	3 credits	O	O	C,O		
3	LEGL2104	Wills & Estates	3 credits	O	O	C,O	LEGL1501	
3	LEGL2601	Credit & Collections	3 credits	O	O	C,O	LEGL1501	
3	LEGL2701	Law Office Procedures	3 credits	O	O	C,O	LEGL1201, LEGL1401	
4	LEGL2102	Commercial Law	3 credits	C,O	O	O	LEGL1601, LEGL2101	
4	LEGL2105	Criminal Law for Legal Assistants	3 credits	C,O	O	O	LEGL1201	
4	ADMN1203	Business Technology (online only)	3 credits	O	O	O	LEGL1401, MGMT1201	
4	LEGL2402	Legal Transcription	3 credits	C,O	O	O	ADMN1102, LEGL1402	
4	LEGL2999	Legal Assistant Capstone	3 credits	C,O	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:	Availability:	Availability:	Pre-requisites:	Completion Checklist:  (for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*
				course delivery: C-classroom O- Online B-Blended	course delivery: C-classroom O- Online B-Blended	course delivery: C-classroom O- Online B-Blended		
				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)	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) *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