

Legal Administrative Assistant Program Online

Admission Requirements

I. Educational Requirements

B.C. Grade 11 (Grade 12 preferred) or mature student status

II. General Requirements

Minimum keyboarding speed of 45 net words per minute

Satisfactory achievement on the Accuplacer Test or B standing in ENGL 0600 or 67% on the combined English 12 and Government Exam (within the last 5 years).

III. Complete Questionnaire

Pre-requisite Course Admission Requirements

Required:

ABTS 1550 Online Learner Success
ABTS 1200 Introduction to Computers (or equivalent)
ABTS 1100 Word Processing 1
ABTS 1110 Word Processing 2
ABTS 1140 Keyboarding 2 (speed of 45 net words per minute)
ABTS 1300 Business Communications 1 (Business English)

Recommended:

ABTS 1310 Business Communications 2
ABTS 1450 Business Math and Calculators
ABTS 1540 Records Management
ABTS 1530 Administrative Procedures
ABTS 1500 Human Relations

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LEGA 1010 Introduction to Canadian Legal System
LEGA 1020 Legal Office Procedures
LEGA 1030 Litigation Procedures 1
LEGA 1040 Litigation Procedures 2
LEGA 1050 Family Litigation Procedures
LEGA 1060 Corporate Procedures 1
LEGA 1070 Corporate Procedures 2
LEGA 1080 Conveyancing Procedures 1
LEGA 1090 Conveyancing Procedures 2
LEGA 1100 Wills and Estates