

## **INTRODUCTION**

The Legal Administrative Assistant Certificate Program is designed to provide students with the fundamental skills and knowledge required for them to join a firm's legal support staff at the junior level.

## **EMPLOYMENT OPPORTUNITIES**

Graduates of this program have gained employment in private law firms; Crown prosecutors' offices; federal, provincial and municipal government offices; real estate companies; offices of notaries public; insurance offices; and major corporations. Graduates are also qualified for more general secretarial positions and readily find employment in other fields.

## **PROGRAM CONTACTS**

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## **PROGRAM DURATION**

The program is 10 months long broken into a fall semester, spring semester, and intersession.

## **PROGRAM START DATES**

There is one intake per year in September.

## **PROGRAM PREREQUISITES**

For entry into this program, candidates must meet the following prerequisites:

- Grade 12 or equivalent with minimum "C" grade in English 12 and minimum "C" grade in Math 10.
- *Note: Applicants without English 12 and Math 10 will be considered for admission if they successfully complete a reading comprehension, sentence skills, and arithmetic assessment.*
- Demonstrated touch keyboarding speed of 25 net words per minute recommended.

Entrance into the second semester and intersession of this program requires students to have achieved the following prerequisites:

- Minimum "B" grade in ABTP 130T (Business English).
- Minimum "B-" grade in each of the other Level I courses.
- Minimum keyboarding speed of 35 net words per minute.
- Minimum "B-" grade in ABTP 160T (Legal Office Procedures).

## **CERTIFICATE REQUIREMENTS**

A certificate will be granted if a student has met the following requirements:

- Pass in all courses in with a minimum "C" average.
- Minimum keyboarding speed of 50 net words per minute.

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**ENROLMENT SELECTION POLICY**

Qualified full-time students are given priority over qualified part-time students.

**Fall Semester**

ABTP 120T	Business Math and Calculators (1.5)	
ABTP 130T	Business English (3)	
ABTP 136T	Human Relations and Office Procedures (3)	
ABTP 146T	Office Computer Applications I (3)	
ABTP 160T	Legal Office Procedures (1.5)	12 credits (15 weeks)

**Spring Semester**

ABTP 161T	Civil Litigation (3)	
ABTP 162T	Family Law and Divorce (3)	
ABTP 163T	Wills and Estates (1.5)	
ABTP 164T	Conveyancing (3)	
ABTP 165T	Corporate Procedures (1.5)	12 credits (15 weeks)

**Intersession**

ABTP 135T	Employment Strategies (1.5)	
ABTP 167T	Legal Office Practicum (1.5)*	
ABTP 181T	Level II Project (1.5)*	
ABTP 188T	Legal Integrated Project (3)	6 credits 1(10 weeks)

*Note: \*Students complete either ABTP 167T or ABTP 181T.*

**COURSE DESCRIPTIONS**

**ABTP 120T Business Math and Calculators (1.5)**

A review of business arithmetic and electronic calculator procedures. Topics include business arithmetic problem solving, correct calculator usage, and calculator speed development. (6:0:0 for 7.5 wks.)

*Prerequisite: Admission to program.*

**ABTP 130T Business English (3)**

A review of English language usage and practical application for all office personnel producing keyboarded documents. Topics include vocabulary, spelling, grammar, punctuation, mechanics of style, proofreading, and introductory business writing. (6:0:0 for 15 wks.) *Prerequisite: Admission to program.*

**ABTP 135T Employment Strategies (1.5)**

Development of employment strategies needed for securing and keeping employment. Topics include resume and employment letter writing, job search techniques, personal presentation and interview skills, and employment research. (22.5:0:0 for 2 wks.) *Prerequisite: Admission to program or permission of instructor.*

**ABTP 136T Human Relations and Office Procedures (3)**

In this course the student will become familiar with current office procedures and technologies in an office environment. Topics include business resources, mail services, and the most common business practices used in records management, front-line reception, and telephone usage. A practical understanding and application of basic oral communications and interpersonal skills required to be a successful office worker. Personal and professional development is emphasized including personal accountability, courteous conduct; the handling of assertiveness, criticism, and complaints; and positive oral communications. (6:0:0 for 15 wks.) *Prerequisite: Admission to program.*

**ABTP 146T Office Computer Applications I (3)**

In this course the student will learn about the Windows operating system and file management. The course provides students with the necessary techniques to keyboard accurately at a minimum of 25 nwpm using the alphanumeric keyboard. Word processing skills using Microsoft Word will be developed including using basic formats for business documents. Accuracy, proofreading skills, correct procedures, and productivity will be stressed. This course also provides a comprehensive overview of Microsoft Outlook as an email, calendar, and contact information management system (3:0:3 for 15 wks.) *Prerequisite: Admission to program.*

**ABTP 160T Legal Office Procedures (3)**

This course introduces students to the legal profession and its role in society; legal office procedures; precedent materials; and legal documentation, such as correspondence, reports, accounts, and legal instruments. (3:0:3 for 15 wks.) *Prerequisites: Minimum "B" grade in ABTP 130T, minimum "B-" grade in all other Level I ABTP courses, minimum keyboarding speed of 35 nwpm, or permission of instructor.*

**ABTP 161T Civil Litigation (3)**

A hands-on study of the steps involved in civil litigation proceedings from the commencement of court actions to judgement in accordance with the *Rules of Court* and relevant legislation. (3:0:3 for 15 wks.) *Prerequisites: Minimum "B-" grade in ABTP 160T, minimum keyboarding speed of 35 nwpm, or permission of the instructor.*

**ABTP 162T Family Law / Divorce (3)**

An applied study of matrimonial procedures, including the marriage relationship and termination, and divorce actions from commencement to the certificate of divorce in accordance with the *Rules of Court* and relevant legislation. (3:0:3 for 15 wks.) *Prerequisites: Min. "B-" in ABTP 160T, min. keyboarding speed of 35 nwpm, or permission of instructor.*

**ABTP 163T Wills and Estates (1.5)**

A hands-on analysis of the preparation and execution of testamentary documents and the basic procedures for probating or administering estates in accordance with the *Rules of Court* and relevant legislation. (3:0:3 for 15 wks.) *Prerequisites: Same as ABTP 161T or permission of instructor.*

**ABTP 164T Conveyancing (3)**

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Practical experience handling real estate transactions from the contract of purchase and sale to closing in accordance with the relevant legislation. (3:0:3 for 15 wks.) *Prerequisites: Same as ABTP 161T or permission of instructor*

**ABTP 165T      Corporate Procedures (1.5)**

An opportunity to experience handling non-reporting company incorporations, annual filings, share transfers, change of name, change of offices, and record book maintenance in accordance with the relevant legislation. (3:0:3 for 7.5 wks.) *Prerequisites: Same as ABTP 161T or permission of instructor.*

**ABTP 167T      Legal Office Practicum (1.5)**

Placement with a legal office for a two-week period to gain practical experience applying newly acquired legal secretarial skills. Note: Placements are subject to the availability of work experience positions in the legal community. Students' grades and attendance will be considered in determining eligibility for the available positions. If suitable placements are unavailable, students may earn alternate credit by completing ABTP 181T instead. (0:0:0--35 for 2 wks.) *Prerequisites: Completion of all requirements for Legal certification with a pass in all legal courses with min. average of "B" in ABTP 160T through 166T, and min. keyboarding speed of 50 nwpm.*

**ABTP 181T      Level II Project (1.5)**

Students may choose from a selection of advanced individual or group projects. Topics will be set by the department each term. Note: students can negotiate a specialized project with instructor. Students choosing this option will be expected to submit a proposal outlining topic, plan, and follow-up activities. (0:0:0-35 for 2 wks.) *Prerequisites: Successful completion of all legal courses, min. "B" in ABTP 130T and 146T, min. keyboarding speed of 40 nwpm, or permission of instructor.*

**ABTP 188T      Legal Integrated Project (3)**

This course is a capstone course that helps learners extend their knowledge of legal theory, procedures, and documentation; word processing, spreadsheets, scheduling, and presentation software; communication skills through the completion of an integrated project. The project will require learners to practice their decision-making, prioritization, research, and legal administrative skills through both individual and group work. (2.5:0:20) *Prerequisites: Successful completion of all legal courses, min. "B" in ABTP 130T and 146T, min. keyboarding speed of 40 nwpm, or permission of instructor.*