

General Admission Information:

Applicants who have completed The College of New Caledonia Administrative Assistant Certificate or the Office Assistant Certificate meet the admission requirements for the Legal Administrative Assistant Program.

Admission Requirements:

- ABTC 066 Keyboarding II or equivalent or a keyboarding speed of 45 net words per minute.
- ABTC 050 Online Learner Success or equivalent.
- ABTC 060 Computers and the Internet or ABTW 073 Microcomputers I or equivalent.
- ABTC 070 Word Processing I or equivalent.
- ABTC 071 Word Processing II or ABTW 043 Word Processing (covers Word Processing I and II) or equivalent.
- ABTC 085 Business English or ABTE 074 Business Communications I or equivalent.

Highly Recommended:

To be successful in completing the Legal Administrative Assistant Certificate, basic skills in bookkeeping, human relations, filing, and office procedures are required. For applicants who do not have strong skills in these basic areas, we highly recommend completion of the following courses before entering the Legal Administrative Assistant Program.

- ABTC 080 Business Math and Calculator Skills plus
- ABTP 073 Office Procedures or ABTB 073 Financial Records or equivalent.
- ABTC 091 Records Management or ABTP 072 Office Procedures or ABTP 073 Office Procedures or equivalent.
- ABTC 090 Administrative Procedures or ABTP 078 Office Simulations or ABTP 076 Office Simulations or equivalent.
- ABTC 075 Human Relations or ABTH 070 Human Relations or equivalent.

Need more information?

Want to register?

Please contact:

College of New Caledonia

Toll Free: 1-877-997-4333

Mackenzie residents: 997-7200

Facsimile: (250) 997-3779

Email: cncmackenzie@cnc.bc.ca

Web: <http://www.cnc.bc.ca/mackenzie>

Box 2110, Mackenzie, BC, V0J 2C0

Payment accepted by VISA, MasterCard,

Purchase Order or Cheque.

Course Start Dates *

Course	Hrs	Jul	Sept	Oct	Nov	Jan
Introduction to Canadian Legal System	30	Jul 3	Sept 18		Nov 06	Jan 8 Jan 29
Legal Office Procedures	45	Jul 17		Oct 2 Oct 23		
Litigation Procedures I	60	Jul 3	Sept 18			Jan 8
Litigation Procedures II	60			Oct 2		Jan 8
Family Litigation Procedures	60	Jul 31				
Conveyancing Procedures I	60		Sept 5		Nov 13	
Conveyancing Procedures II	60			Oct 25		
Wills & Estates	60		Sep 11 Sep 25			Jan 8
Corporate I	60					Jan 8
Corporate II	30					

* Since dates can be added and changed without notice, please contact the College of New Caledonia at 997-7200 or toll free 1-877-997-4333 for the latest schedule.

In order to ensure you are registered and to allow time for texts to be shipped, please register at least two weeks before course start date indicated above.

For more information on the courses available:

www.bccampus.ca



College of
New Caledonia

Legal Administrative Assistant Certificate Online Program



Legal Administrative Assistant Online Program

The Legal Administrative Assistant Program is designed to provide learners with the fundamental skills and knowledge required for entry-level employment in a legal office environment.

The program consists of 10 courses offered online. Upon completion of the required courses, the learner will be granted a Legal Administrative Assistant Certificate.

**Use your computer at home
and work and study online
using the Internet.**

Additional Fees

- Application fee of \$15
- All courses are subject to a \$15 per semester registration fee
- Textbooks and textbook shipping charges if applicable
- Technology fee may be charged by your local campus if you need to access a computer or the internet.

Courses Available

ABTL 010 Introduction to the Canadian Legal System

This course provides the student with a general understanding and a working knowledge of the Canadian legal system.

30 Hours \$146.55

ABTL 020 Legal Office Procedures

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in BC. Topics covered include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal recordkeeping and billing, and citations and references to Act.

45 Hours \$219.83

ABTL 030 Litigation Procedures I

This course deals with documents and procedures from the initiation of a lawsuit through to the completion of pleadings and the possibility of obtaining default judgment.

60 Hours \$293.10

ABTL 040 Litigation Procedures II

This course builds on skills and knowledge from Litigation Procedures I and deals with documents and procedures from the discovery process to preparation and attendance at trial and post trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for chambers hearings.

60 Hours \$293.10

ABTL 050 Family Litigation Procedures

This course introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

60 Hours \$293.10

ABTL 060 Corporate Procedures I

This course covers corporate structure including sole proprietorship, partnership, and corporations. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, prepare documentation necessary for maintaining records of a British Columbia corporation. Incorporation procedures, post corporate procedures and annual maintenance will also be covered.

60 Hours \$293.10

ABTL 065 Corporate Procedures II

This course is a continuation of the material covered in Corporate Procedures I and covers corporate structures and completion of filing forms as it relates to proprietorship, partnership, societies, cooperatives, non-reporting companies and extra-provincial non-reporting companies. This course also introduces the student to securities and to BC Online (an internet access to government services and information about BC companies).

30 Hours \$146.55

ABTL 070 Conveyancing Procedures I

This course introduces the student to the role and responsibilities of a legal administrative assistant employed in the field of conveyancing in BC and will focus on the purchaser's procedures for a simple conveyance not involving financing.

60 Hours \$293.10

ABTL 080 Conveyancing Procedures II

This course is a continuation from the material covered in ABTL 070 Conveyancing Procedures I. Students will gain knowledge and practical experience in the conveyance of interests in land and mobile homes involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, preparing statements of adjustments, and electronic filing of documents.

60 Hours \$293.10

ABTL 090 Wills and Estates

Students will gain knowledge and practical experience in the preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration, Administration Bonds, transferring the deceased's assets, and winding up estates.

60 Hours \$293.10