

LEGAL ADMINISTRATIVE ASSISTANT (LGAP)

LGAP 1100 Credits: 2

Litigation Procedures 1 Total Hours: 60

This course introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. It also introduces students to the legal concepts necessary to a basic understanding of the function of the courts and professional environment that they are entering. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting with a knowledge of civil law. 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. Preparation for trial, interlocutory applications and procedures after trial are covered in Litigation Procedures 2. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1101 Credits: 2

Family Litigation Procedures Total Hours: 60

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects' covered included 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. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1102 Credits: 1.5

Legal Office Procedures Total Hours: 45

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 Acts. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1103 Credits: 1.5

Intro to the Canadian Legal Sy Total Hours: 45

The primary purpose of this course is to provide the student with a general understanding and working knowledge of the Canadian legal system. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1104 Credits: 2

Conveyancing Procedures 1 Total Hours: 60

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1105 Credits: 2

Corporate Procedures 1 Total Hours: 60

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course covers corporate structure including Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry. Students acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia Corporation. The course covers incorporation procedures, post corporate procedures and annual maintenance also. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1106 Credits: 2

Wills & Estates Total Hours: 60

Students study the procedures necessary for the preparation of wills and codicils and the documents necessary to apply for grants of Letters Probate and Letters of Administration. Students prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. Assignments include preparing correspondence and documents as well as vocabulary and machine transcription throughout the program. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1200 Credits: 2

Litigation Procedures 2 Total Hours: 60

Litigation Procedures 2 builds on skills and knowledge from Litigation Procedures 1. Subjects covered include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. This course continues the students' introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment they are entering. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting with a knowledge of civil law. As the second part, this course 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 hearing. This course is part of the Legal Administrative Assistant (Online)Program.

LGAP 1201 Credits: 2

Family Litigation Procedures Total Hours: 60

This course introduces the student to the role and responsibilities of a legal administrative assistant employed in the field of family law in British Columbia. Students will gain knowledge and practical experience in topics such as statutes and rules, divorce and family courts, marriage in B.C., pre-nuptial and separation agreements, undefended and defended divorce actions, chambers applications, annulment, and applications to Provincial Court. This is a "hands-on" course in which the students integrate keyboard, computer, and document formatting, with a knowledge of family law.

LGAP 1204 Credits: 2

Conveyancing Procedures 2 Total Hours: 60

This course is a continuation from the material covered in Conveyancing Procedures 1. Students gain knowledge and practical experience in topics such as methods to convey interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes. This course is part of the Legal Administrative Assistant (Online) Program.

LGAP 1205 Credits: 1

Corporate Procedures 2 Total Hours: 30

This course is a continuation of the material covered in Corporate Procedures 1 which introduced the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an internet access to government services and information about BC companies). This course is part of the Legal Administrative Assistant (Online) Program.