



OFFICE ADMINISTRATION DEPARTMENT

Legal Administrative Assistant Certificates (LAA)

Quick Facts 2019-20209

The **LITIGATION Legal Administrative Assistant Certificate** is a 19-week certificate program designed for students with prior office administration experience or training who wish to work in a legal office environment as a legal secretary. Graduates of the Litigation Certificate program work in legal and government offices assisting lawyers who are involved with a variety of legal cases. Courses include litigation legal office procedures, introductory and advanced litigation, family law, personal injury, and a practicum.

The **CORPORATE/CONVEYANCING Legal Administrative Assistant Certificate** is a 20-week program designed for students with prior office administration experience or training who wish to work in a legal office environment as a legal secretary. Graduates of the Corporate/Conveyancing program typically work for lawyers and other professionals who deal with corporate business legal matters, property transfers and registrations. Government offices, property managers, notaries public, large public companies and real estate firms may also employ graduates of this program. Courses include solicitor legal office procedures, corporate law, introductory and advanced conveyancing, wills and estates, and a practicum.

Students may take one or both **LAA** programs in either order. Employment options and career advancement opportunities are stronger for graduates completing both certificate programs. Successful graduates of these programs with several years' experience may take further courses to become a Paralegal.

Costs*	Litigation	Corporate/Conveyancing
Tuition	\$2013*	\$2219*
Texts & Materials	\$600*	\$700*
Printing costs	\$200*	\$300*
Student activity, parking, and other ancillary fees	\$418*	\$437*
Dental/Extended Health Coverage (May be waived if already covered)	\$126	\$126
Total	\$3357*	\$3782*

**estimated costs; subject to change*

* **NOTE:** Students will be required to pay for printing in all onsite courses.

Financial assistance or sponsorship by government or employment agencies may be available to eligible students in the on-campus program. On-line courses are not eligible for student loans.

Attendance Options

- **Sept to June** daytime classes at the Kelowna (KLO) campus
 - **LAA CC** – January 29, 2019 – June 17, 2020
 - **LAA Litigation** – September 3, 2019 – January 24, 2020
 - Monday to Friday, six hours per day (30 hours per week)
- Online students may take up to three years to complete each certificate.

<p>Employment Opportunities</p>	<ul style="list-style-type: none"> • Conveyancing Administrative Assistants (Legal Secretaries) in law, government or private business offices. • Litigation Administrative Assistants/Legal Secretaries) in law offices specializing in family law, personal injury or civil law • Government Office Clerks • Real Estate Office conveyancers or assistants • Legal Administrative Assistants/Legal Secretaries in law offices specializing in wills, estates or corporate law • Assistants to Notaries Public 		
<p>Success Expectations</p>	<ul style="list-style-type: none"> • Ninety percent of recent LAA graduates are working in business offices throughout the Okanagan and beyond. • After five years’ work experience, LAA graduates can expect to earn between \$30,000 and \$45,000 per year, plus benefits. • There is a high demand for LAA graduates in all regions 		
<p>Admission Requirements</p>	<p>1. Completion of Okanagan College’s <i>Office Assistant Certificate</i> or equivalent</p> <p style="text-align: center;">OR</p> <p>1. B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes.</p> <p>2. A minimum keyboarding speed of 35 net wpm</p> <p>3. ONE of the following:</p> <p>a) One full year of secretarial or administrative assistant experience within the past three years</p> <p style="text-align: center;">OR</p> <p>b) A minimum score of 70% on an Okanagan College Office Administration computer essentials entrance test AND a minimum score of 70% on an Okanagan College Office Administration word processing entrance test.</p>		
<p>Onsite Courses Include:</p>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Litigation Certificate:</p> <ul style="list-style-type: none"> • LSEC 117 Introduction to Litigation • LSEC 101 Advanced Litigation • LSEC 112 Family Law • LSEC 116 Litigation Legal Office Procedures • LSEC 120 Personal Injury • LSEC 130 Litigation Law Office Practicum </td> <td style="vertical-align: top; width: 50%;"> <p>Corporate/Conveyancing Certificate:</p> <ul style="list-style-type: none"> • LSEC 140 Introduction to Conveyancing • LSEC 141 Advanced Conveyancing • LSEC 145 Solicitor Legal Office Procedures • LSEC 152 Corporate Law • LSEC 160 Wills and Estates • LSEC 131 Law Office practicum </td> </tr> </table>	<p>Litigation Certificate:</p> <ul style="list-style-type: none"> • LSEC 117 Introduction to Litigation • LSEC 101 Advanced Litigation • LSEC 112 Family Law • LSEC 116 Litigation Legal Office Procedures • LSEC 120 Personal Injury • LSEC 130 Litigation Law Office Practicum 	<p>Corporate/Conveyancing Certificate:</p> <ul style="list-style-type: none"> • LSEC 140 Introduction to Conveyancing • LSEC 141 Advanced Conveyancing • LSEC 145 Solicitor Legal Office Procedures • LSEC 152 Corporate Law • LSEC 160 Wills and Estates • LSEC 131 Law Office practicum
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<p>Contact Information</p>	<ul style="list-style-type: none"> • Office Administration Department Chair Brenda Ridgeley-Ketchell, MA, BBA Email: bridgeley@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4391 • LAA Instructor Sylvia Lehmann, slehmann@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4394 		