

The **Litigation (Lit) Legal Administrative Assistant (LAA) Certificate** is a 522-hour online 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.

The **Corporate/Conveyancing (CC) Legal Administrative Assistant (LAA) Certificate** is a 576-hour online 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 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.

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.

Online students may take up to 3 years to complete the certificate(s).

<p>Schedule:</p>	<p>The LAA-CC and LAA-Lit programs run online concurrently from September 4, 2023 – June 28, 2024. There are specific start and end dates for each course that can be viewed in the “Required Courses” section. Each certificate requires a 2-week practicum that is completed after all the coursework is completed.</p>
<p>Cost:</p>	<p><u>LAA CC:</u> Course Fees- \$3,194.69* Texts- \$613.65* <u>LAA Lit:</u> Course Fees- \$2,887.68* Texts- \$342.28* *Costs are estimated and subject to change.</p> <p>You may be able to find used textbooks, otherwise required texts are available for purchase online from the bookstore.</p>
<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>Post-Graduation Expectations:</p>	<p>Over 90 percent of recent graduates are working in business offices throughout the Okanagan and in their home communities. Completing the required practicum allows you to gain experience and forge relationships with potential future employers. After 5 years' experience, LAA graduates can expect to earn between \$40,000 and \$72,000 per year, plus benefits. There is a high demand for Legal Administrative Assistant graduates in the job market.</p>

Further Educational Paths:	Okanagan College now offers a Paralegal Diploma . The 1 st year of Paralegal is equivalent to both (Lit & CC) LAA certificates. The 2 nd year of Paralegal will be offered for the first time in <i>September 2024</i> .			
Admission Requirements:	<ul style="list-style-type: none"> 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. English 11 (or alternative) with a minimum grade of 50%; or 70% or greater on an Okanagan College Office Administration English assessment. 			
<i>A keyboarding speed of at least 35 words per minute is recommended.</i>				
Required Courses:				
Course Name and Number		Weeks	Start Date	End Date
Introductory Courses for Both Certificates:				
LAA 116 – Legal Office Procedures		6	4/Sept/23	16/Oct/23
LAA 145 – Introduction to the Canadian Legal System		6	4/Sept/23	16/Oct/23
Corporate/Conveyancing Certificate Courses:				
LAA 140 – Conveyancing Procedures I		10	16/Oct/23	22/Dec/23
LAA 141 – Conveyancing Procedures II		9	1/Jan/24	3/Mar/24
LAA 152 – Corporate Procedures I		9	15/Jan/24	17/Mar/24
LAA 153 – Corporate Procedures II		4	18/Mar/24	14/Apr/24
LAA 160 – Wills and Estates		9	15/Apr/24	17/June/24
LSEC 131 – Law Office Practicum ***		2	17/June/24	28/June/24
Litigation Certificate Courses:				
LAA 100 – Litigation I		10	16/Oct/23	22/Dec/23
LAA 101 – Litigation II		10	1/Jan/24	10/Mar/24
LAA 112 – Family Litigation		9	11/Mar/24	13/May/24
LAA 120 – Personal Injury		6	6/May/24	16/June/24
LSEC 130 – Law Office Practicum ***		2	17/June/24	28/June/24
Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair (see “Further Information” below) for full details or visit the BC Transfer Guide .				
*** Students are responsible for obtaining their own practicum placements. This is the final course in the LAA program; therefore, students do not return to classes once the practicum is complete.				
Further Information	LAA Website: Legal Administrative Assistant Certificate Okanagan College Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email Inquiries: oadm@okanagan.bc.ca Phone: 250-762-5445 ext. 4391 If you have been enrolled as a student, you should have access to the OADM Program Hub on Moodle. This hub contains many useful links and has step-by-step course registration instructions for distance education delivery. If you don't have access, please contact oadm@okanagan.bc.ca .			