

Legal Administrative Assistant

CONTINUING STUDIES CERTIFICATE

Why study to become a legal administrative assistant?

You may have worked in the same office for years and have high-level administrative skills. But now it's time to take charge of your career, take it up a notch, and add some challenge to your job. UFV's Legal Administrative Assistant certificate program is an advanced course of study that is intended for experienced secretaries (or equivalent) who wish to upgrade.

Once you earn your certificate, you will be familiar with the use of legal vocabulary, be able to perform legal secretarial duties and procedures in all the specialty areas, and be able to apply principles of organization and priority-setting. This is a challenging and demanding career and it can be both personally and financially rewarding.

WHY EARN MY CERTIFICATE AT UFV?

UFV's Legal Administrative Assistant certificate program will help prepare you to make the move from highly-skilled administrative assistant to a specialized legal administrative assistant fully versed in the support skills needed in the demanding legal profession. You will learn the basics of Canada's legal system, study about civil procedures, pre-trial and trial procedures, and understand the nature of collections. You will also learn about wills, conveyancing, legal documents, family law, divorce proceedings, and letters of probate.

At UFV, we also have history on our side: we've been offering high-quality, lifelong education options to Fraser Valley residents since 1974. Our continuing studies instructors work with other UFV departments to develop certificates and short courses related to our academic specialties.



“This program prepares students for employment in a variety of rewarding positions. Our graduates can be found in law firms, real estate companies, financial institutions and Crown Counsel offices.”

— MANDY WATTS
UFV program coordinator.

Legal Administrative Assistant



“I have been really impressed with UFV’s standard of quality and high academic standards. I would recommend this course to any one who is interested.”

— Graduate 2007

WHAT SORT OF CAREER CAN I EXPECT?

As a successful graduate of this five-month program, you will be ready to work in a variety of positions including legal administrative assistant, junior legal secretary, or legal support employee in the following organizations:

- law firms
- real estate companies
- insurance companies
- financial organizations
- law enforcement agencies
- correctional institutions
- government agencies such as court services and Crown Counsel offices

WHAT TYPE OF COURSES WILL I BE TAKING?

The program is divided into eight units as listed below. The first module is an overview of general legal procedures, five cover the specialty areas of law. You will then participate in a practicum and the last module is a full review of the program.

The specialty units are:

- Introduction to Legal Office Procedures
- Litigation
- Corporate Law
- Wills and Estates
- Conveyancing
- Divorce and Family Law
- Practicum
- Program review

WHO WILL BE TEACHING ME?

Who knows more about legal administrative assistant duties than those who have worked in the industry? Not only do our instructors have high academic qualifications, but they are also current, successful practitioners of the ideas they will be sharing with you. They are committed teachers who are passionate about communicating their knowledge and cultivating enthusiasm in their students.

ARE THERE OPPORTUNITIES FOR PRACTICAL EXPERIENCES?

Yes, there is a practicum component that must be taken immediately following the six theory modules. You must successfully complete the theory components before you can be assigned a practicum placement.

CAN I STUDY PART TIME?

No. This program is designed with an intense, full-time course load. Classes will run Monday to Friday from 8:30 a.m. to 3 p.m.

WHERE WILL MY CLASSES BE DELIVERED?

Your classes will be offered at UFV’s Marshall Road annex in Abbotsford.

WHAT DO I NEED TO GET IN?

As a candidate for the program, you will need to have your Grade 12 or equivalent and have completed an introductory computer course or have equivalent computer experience, and be proficient in WordPerfect or Word. We also require that you can type at a minimum of 50 words per minute (with documentation), have a Business English assessment test score of at least 55 percent and have one of the following requirements:

- one full year of secretarial experience within the past three years
- successful completion, within the past two years, of a business office training program at the post-secondary level, equivalent to the UFV Applied Business Technology (please submit a copy of your certificate).

You will be invited to attend a personal interview, must undergo a security record check and supply a 500-word paragraph that outlines your interest in the program.

HOW WILL I BE EVALUATED?

You will receive a grade mark for each unit in the program on classroom participation, assignments, study projects, practicum and examination results. You must achieve an 85 per cent grade and attendance of 90 per cent in each module to earn the certificate.

The grading procedure for this program is based on UFV's Applied Business Technology grading system policy. Letter grades are awarded; students, if they choose, can order and pay for official transcripts upon completion of the entire program.

SOUNDS GREAT. WHAT DO I DO NEXT?

It's best to check out our online calendar at www.ufv.ca/calendar and read the Continuing Studies section carefully. From our website at www.ufv.ca/cs you can learn more about the Legal Administrative Assistant certificate program and download the application form. Fill out the UFV Application for Admission form; no application fee is required. Attach all required documentation and then submit the completed application package to the Continuing Studies department. You will be contacted to arrange for an interview with the instructor. Once you have been accepted into the program, you may register. Fees are due at that time.

HOW MUCH DOES IT COST?

There are seven modules in the Legal Administrative Assistant certificate program. Estimated costs for tuition are about \$4,350. Study materials and other supplies will cost about \$500; and please keep in mind that text books are not included in this estimate. Fees may also change without notification.

You may be eligible for the student loan program. To find out more, visit the UFV Financial Aid and Awards office, which facilitates the disbursement each year of about \$12 million in federal and provincial student loans, grants, bursaries, scholarships, and awards to UFV students.

A helpful budget planning worksheet is available online at www.ufv.ca/fineaid/budget.

WHEN SHOULD I APPLY?

Apply right away! This program has two intakes throughout the year.

CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

We want to hear from you. If you're unsure of your direction, contact the Continuing Studies department at 604-864-4638 or 1-888-504-7441, local 4638. Or go to www.ufv.ca/cs to get more information.

In addition to a selection of Continuing Studies courses and certificate programs, UFV offers master's, bachelor's, and associate degree programs as well as diplomas, trades certification, and other speciality certificate programs. For more information about programs at UFV please visit www.ufv.ca. You may then be interested in contacting Student Services at 1-888-504-7441 to connect with an educational advisor, or arrange for career counselling.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.



The information contained in this document is subject to change. Please refer to www.ufv.ca/cs for up-to-date information. UFV reserves the right to cancel courses and programs.

