



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).

Schedule:	The LAACC 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.
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Cost:	<p><u>LAA CC</u>          Course Fees \$3,194.69*          Texts- \$613.65*</p> <p><u>LAA Lit</u>          Course Fees \$2,887.68*          Texts- \$342.28*</p> <p>*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 <a href="#">the bookstore</a>.</p>
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Employment Opportunities:	<ul style="list-style-type: none"> <li>x Conveyancing Administrative Assistants (Legal Secretaries) in law, government, or private business offices</li> <li>x Litigation Administrative Assistants (Legal Secretaries) in law offices specializing in family law, personal injury, or civil law</li> <li>x Government office clerks</li> <li>x Real estate office conveyancers or assistants</li> <li>x</li> </ul>
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