

Kwantlen Polytechnic University

Achieve what is possible

Prepare for an exciting and rewarding career in the legal industry with a certificate in Legal Administrative Studies from the KPU School of Business. Learn from instructors with industry backgrounds, build your professional network, and gain real-world experience to prepare you for your future career.

Did you know that there is a high demand for Legal Administrative Assistants and that they are amongst the highest paid office assistants in BC?

What is a Legal Administrative Assistant?

Legal Administrative Assistants are professional assistants with knowledge of various areas of law. Their office skills assist with day-to-day operations while their legal knowledge allows them to coordinate communications with clients and lawyers and prepare legal documents.

Program Details

Our program is offered through KPU's School of Business as an eight-month, full-time certificate program and includes a workplace practicum. KPU has numerous partnerships with law firms throughout Metro Vancouver providing unique opportunities for students to work alongside professionals and gain additional skills and experience.

The program explores many common practice areas including family law, wills and estates, and litigation. Our small class sizes allow learners to develop and practice critical skills in an engaging learning environment.

Upon completion of the program, graduates may work in a variety of organizations like law firms, notary public offices, government offices, and legal departments of large corporations, or continue their education to pursue paralegal certification.

Scholarships and Awards

A range of awards and financial supports are available to students including opportunities and contributions from: Borden Ladner Gervais LLP, Fasken Martineau, the Society of Notaries Public of BC and the Notary Foundation of BC.

What Next?

Applicants must satisfy KPU's undergraduate English Proficiency Requirement as part of the School of Business Faculty admission requirements. This program requires a high level of communication. Students with good written and oral communication skills are encouraged to apply. Typing/keyboarding skills will be developed while in the program, but potential students are encouraged to work on their typing speed before coming into the program. Seats are limited—apply early!



To learn more, visit us at: kpu.ca/business/legal-admin

Achieve
**WHAT IS
POSSIBLE**

**Begin a rewarding
career in just 8 months.**

Complete a Certificate in Legal Administrative Studies at the KPU School of Business and start your career in a growing sector. Develop valuable and highly transferrable skills, build your professional network and prepare to work in law offices, courts, and legal departments of various corporations.

> kpu.ca/business/legal-admin



School of
Business

Emma Shaw
Legal Administrative Studies