

Student Name	
Student Number	Date

Certificate in Legal Office Assistant

Personal Learning Plan

For students starting September 2015 or after

PROGRAM COURSES

Semester 1 Courses (Fall)		Prerequisite(s)	Semester Completed	Grade
ACCT 161	Financial Management	English 12		
BUS 130	Business Communications	English 12		
BUS 140	Business Info. Technology	English 11		
BUS 285	Workplace Professionalism	English 12		
LGL 150	Foundations of Law & Procedure	English 12		

Semester 2 Courses (Winter)		Prerequisite(s)	Semester Completed	Grade
BUS 145	Business Data Analysis	BUS 140		
LGL 151	Civil Litigation Procedure	LGL 150		
LGL 152	Legal Document Production	LGL 150		
LGL 153	Conveyancing Procedures	LGL 150		
LGL 154	Family Law Procedures	LGL 150		

Semester 3 Courses (Summer)		Prerequisite(s)	Semester Completed	Grade
ABT 162	Business Document Creation	English 12		
LGL 155	Corporate & Criminal Procedure	LGL 150		
LGL 156	Wills, Estates, & Business Law	LGL 150		
LGL 170	Integrated Procedural Experience	ABT 162, BUS 130, 145 & 285, ACCT 161, LGL 151, 152, 153, 154, 155 & 156		

PROGRAM INFORMATION

- To qualify for a Certificate in Legal Office Assistant, a student must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.
- Employers may require typing speeds for positions in an office environment. For information on keyboarding and keyboarding assessments visit: Camosun's Continuing Education (<http://camosun.ca/ce>) website.
- Graduates of the Certificate in Legal Office Assistant program can bridge to Business Administration programs.

Who to Contact:

- Questions about your course requirements for your Camosun credential or which elective to take, contact:
School of Business Academic Advisors
academicadvising@camosun.bc.ca (enter program in subject line)
- Questions about your personal learning plan, which courses to take in a term or about bridging to other Business programs, contact:

School of Business
business@camosun.bc.ca | 250.370.4565

Personal Learning Plans represent the most recently approved changes to the program, and are intended for course-planning purposes. They are not a binding document. If program requirements have changed since your admission to the program, you may be eligible to graduate under a previous version of the program requirements. Please contact academic advising AcademicAdvising@camosun.bc.ca or refer to the calendar for more information.

Please refer to camosun.ca for the most up to date program information.