

Student Name	
Student Number	Date

# Certificate in Legal Office Assistant

Personal Learning Plan  
For students starting September 2018

## PROGRAM COURSES

Semester 1 Courses (Fall)		Prerequisite(s)	Semester Completed	Grade
	<a href="#">ACCT 161</a>	Financial Management	English 12	
	<a href="#">BUS 130</a>	Business Communications	English 12	
	<a href="#">BUS 140</a>	Business Info. Technology	English 11	
	<a href="#">BUS 285</a>	Workplace Professionalism	English 12	
One of	<a href="#">BUS 276</a>	Business Law	English 12	
	<a href="#">LGL 150</a>	Foundations of Law & Procedure	English 12	

Semester 2 Courses (Winter)				
	<a href="#">BUS 145</a>	Business Data Analysis	BUS 140	
	<a href="#">LGL 151</a>	Civil Litigation Procedure	LGL 150	
	<a href="#">LGL 152</a>	Legal Document Production	LGL 150	
	<a href="#">LGL 153</a>	Conveyancing Procedures	LGL 150	
	<a href="#">LGL 154</a>	Family Law Procedures	LGL 150	

Semester 3 Courses (Summer)				
	<a href="#">ABT 162</a>	Business Document Creation	English 12	
	<a href="#">LGL 155</a>	Corporate & Criminal Procedure	LGL 150	
	<a href="#">LGL 156</a>	Wills, Estates, & Business Law	LGL 150	
	<a href="#">LGL 170</a>	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 will have a foundation to further study with Camosun's [business administration](#) diploma or degree programs. Talk to an [Academic Advisor](#) to learn more about your options.

### 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](mailto: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](mailto: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](mailto:AcademicAdvising@camosun.bc.ca) or refer to the calendar for more information.*

*Please refer to [camosun.ca](http://camosun.ca) for the most up to date program information.*