

Legal Assistant Diploma

Diploma Program | Course Length: 31 Weeks

The Legal Assistant Diploma program at ABM College prepares students to enter any legal, corporate, or judicial setting and provide excellent legal assistance and administrative support. Students learn industry rules and regulations, proper spelling, grammar and writing, transcription techniques, legal document review and preparation, file system and information management, workflow schedule and deadline management, as well as relevant computer software to effectively manage correspondence, documents, databases and more. Students end with a 4-week practicum placement to translate their education into real work experience.



Comprehensive Training

Students learn many different types of law that will be found in the field

Mock Interviews

Instructors conduct mock interviews to prepare students for the real world

Add-on Skills

Instructors teach students proper etiquette and writing skills for the legal world

Program Description

The ABM College Legal Assistant Diploma program combines a solid foundation of office skills with an emphasis on how those skills are used in law offices. Practical, hands-on training provides students with the opportunity to learn the principles of office procedures, terminology, and accounting as they are used in the legal industry.

In addition to this, our Legal Assistant program introduces the different areas of specialization in legal practice. These include corporate and business law, criminal law, family law, civil litigation, real estate law, and wills and estate law. The program gives participants training in the solid communication and technical skills needed to serve these diverse areas, as well as the interpersonal and soft skills that will build the confidence needed to assist the variety of clients encountered in this profession.

Included in this program is a one-month practicum, which enables students to apply their in-class theory to a real world setting. Arranged at reputable Law Offices and Court Houses, this practicum allows students to get a clear understanding of the demands of work and creates a clear path to enter into the workforce following graduation.



Learning Options

Online
Classroom
Blended



Length of Program

31 Weeks Total
27 Weeks In-Class
4 Weeks Practicum



Location

Calgary Campus



Class Availability

Evening

Career Opportunities

- Legal Assistant
- Legal Department Advisor
- Law / Judicial Clerk
- Legal Secretary
- Court Clerk

Who Should Enrol?

Legal assistants are methodical, organized, resourceful, and solution-oriented individuals that maintain excellent oral and written communication skills, strong organizational and time-management skills, and the ability to work confidently in a fast-paced environment. If you enjoy interacting with clients, conducting research, and are interested in the legal sector, this might be your new career!

ANTICIPATED SALARY RANGE

LEGAL ASSISTANT

\$47,000
AVERAGE ESTIMATED
STARTING WAGE
PER YEAR

\$87,000
AVERAGE ESTIMATED
EXPERIENCED WAGE
PER YEAR



*This estimate is based on available employment data at the time. Actual salary will vary based on numerous factors

Admission Requirements

Standard Admission

Students must meet ONE of these criteria:*

At least 18 years of age prior to admission, Alberta High School Diploma or equivalent with verified transcript, and successful interview with ABM College Administration

-OR-

At least 18 years of age prior to admission, General Equivalency Diploma (G.E.D.), successful interview with ABM College Administration, and if student's first language is not English, Canadian Language Benchmark of 5 with SLE Language Evaluation Test

**All students must provide a clear criminal record check prior to commencing practicum.*

Mature Admission

Students must meet ALL of these criteria:*

1. At least 19 years of age prior to admission
2. Out of high school for at least one year prior to admission
3. Score of 15 or higher on Entrance Exam (Scholastic Wonderlic)
4. Successful interview with ABM College Administration
5. If student's first language is not English, Canadian Language Benchmark of 5 with SLE Language Evaluation Test

Contact Us

For more information and enrollment, contact an admissions advisor:

Calgary:

(403) 719-4300
generalinfo@abmcollege.com
112 28 Street SE Calgary, AB





Course Components

1. Introduction to Canadian Law

Students will gain an understanding of the general overview of the Canadian legal system. Many of the topics included in this course are: the structure of government, its branches and agencies, the courts and the history of common law. Students will also learn about Indigenous Law and International Law.

2. Legal Research, Interviewing & Writing

Within this course, students will learn about primary and secondary sources including the constitution, cases, statutes (laws), law journals and Hansards (transcripts of legislature). Legal citations and legal websites allowing the investigation of a topic will be explored as well.

3. General Legal Office Procedures & Accounting

This module gives students an understanding of the following topics: file management (opening maintenance and closing), legal accounting (general and trust accounting), general correspondence, communications with the Law Society of Alberta, distinguishing paralegals and legal assistants, client interviewing and information gathering, responding to complaints and emergencies and confidentiality and ethics.

4. Civil Litigation Law & Procedures

Students will learn about lawsuits, its procedures, its documentation, and communication with Alberta courts. Also covered in this course is the introduction and drafting of pleadings, including statement of claim, statement of defense, counter-claims, cross claims, the commissioning of affidavits and notarizations, class actions and limitation dates (deadlines for lawsuits).

5. Commercial Law

This course is an introduction to contracts, consumer protection law, various types of agreements and its execution. Students will also learn about employment law, credit and collections.

6. Corporate Law & Procedures

Students will learn about different types of business structures including sole proprietorships, corporations, partnerships, joint ventures and franchises. Also included is the process of incorporation and its documents, Corporate Minute Books, litigation affecting businesses and shareholders and partners (shareholder agreements and partnership agreements).

7. Wills & Estates

This course covers wills, power of attorneys, healthcare directives, guardianships and trusteeships, wills interview questionnaires, intestate succession, validity of a will and the signing of a will.

8. Family Law

Students will learn about family law legislation including the Dower Act, marriage versus divorce, common law relations, best interest of the child, separation, family law litigation, maintenance (spousal and child support), travel consent letters and the division of matrimonial property.



Course Components

9. Criminal Law & Procedures

Students will learn about the Criminal Code of Canada and its offences, the definition of a crime (mens rea + actus reus), the types of criminal offences and their defences, criminal procedures and the court system, arrest and detention, constitutional rights, discharge and release, rehabilitation and criminal appeals.

10. Real Estate Law

This course covers types of property, real estate process from start to finish, purchase contracts, mortgages and financing, purchase sale and refinancing, real estate documents (including: transfer of land, dower consent), condominiums, land titles office (certificate of title), real estate litigation, joint tenancy versus tenancy in common, closings and possession of property.

11. Intellectual Property Law

Students will learn about trademarks (trademark infringement), copyrights (copyright infringement), patents, industrial design, case law, dealing with intellectual property litigation, Canadian Intellectual Property Office (CIPO) and Integrated Circuit Topography (ICT).

12. Environmental, Energy & Natural Resources Law

This course covers licensing and permitting for energy companies, environmental and energy laws (provincial, municipal and federal), energy contracts (power purchase agreements), royalty agreements, energy industry, renewable energy and fossil fuels.

13. Immigration & Refugee Law

Students will learn about the Canadian immigration process including federal immigration laws (Immigration & Refugee Protection Act), immigration template documents, appeals, categories of immigration, permanent residence, work permits, visitor visas, skilled workers, Provincial Nominee Programs, and Immigration, Refugees and Citizenship Canada agency (IRCC).

14. Resume Writing & Professional Skills

Students work with a professional career counsellor to develop and optimize a professional resume or CV tailored to the legal profession to put forward for employers after graduation. Additional support in job searching, interview techniques, and other career transition skills are offered to ensure students have the best possible work prospects.

15. Practicum

Students embark on a 4-week practicum placement to gain practical and hands-on experience. Students have the opportunity to apply the knowledge and skills they've attained with case facts, maintaining digital databases, referencing law libraries, preparing and delivering affidavits and anything else a lawyer might need during trial from their in-class training.

Optional - Business Communication

This course helps students explore and understand the role of communication in professional business settings. Attention is given to workplace culture, interpersonal and team communication, technology, professional presentations, research, meetings, and professional writing grounded in communication and business theory.



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