

## PRE-REQUISITES

- Registered in a Surrey public school and not yet achieved Ministry of Education graduation
- Good attendance and punctuality
- Completed grade 11 prior to program start
- A recommended “C+” or better in an English Language Arts 10
- Basic keyboarding skills are recommended
- Good communication skills, strong organizational skills, and exceptional professionalism
- Require this course as part of intention to pursue a career in the legal industry

## APPLICATION PROCEDURE

- Have a discussion with your Career Facilitator, counsellor and parent/guardian to ensure the course meets your goals
- Obtain an Academic Dual Credit Course Application Package from your Career Centre
- Submit a completed application package with all supporting documents to your Career Facilitator before the specified due date

## SELECTION PROCESS

- Students who submit completed applications will have a preliminary interview with their school Career Facilitator
- Applications are forwarded to the district office for review
- Students must be on-track to meet the acceptance criteria for the post-secondary institute
- Students must meet all criteria, be self-motivated, independent learners and capable of success in the course

The Introduction to Legal Office Procedures Course is located at:

### **Kwantlen Polytechnic University**

Surrey Campus  
12666 72 Avenue  
Surrey, BC V3W 2M8

For further information contact:

Your Secondary School Career  
Education Department

---

Or

Surrey Schools District Career  
Education Department

# INTRODUCTION TO LEGAL OFFICE PROCEDURES COURSE

A partnership between

**Kwantlen Polytechnic  
University**



And



**Career Education Department**

Are you interested in a career in the legal industry?

### **JOB DESCRIPTION**

Careers in the legal industry are many and varied. Some common career fields include: designated paralegal, notary public, paralegal and legal administrative assistant. Workplaces are varied and include law firms, courts, correctional facilities, government offices, and legal departments of various organizations and corporations.



### **CONNECT TO POST SECONDARY**

Through the Introduction to Legal Office Procedures Course you have the potential to earn both high school and post-secondary credits. This course is part of the Certificate in Legal Administrative Studies.

### **COURSE CREDITS**

- PBJ 12A (4 credits)
- KPU Course – LGLA 1125: Introduction to Legal Office Procedures (3 KPU credits)

### **PROGRAM LENGTH**

- July to August
- Course schedule TBD

### **COSTS**

- Course tuition is paid by the Surrey School District
- Students may be required to purchase a textbook

### **COURSE DESCRIPTION**

Students taking the LGLA 1125 course will be receiving their instruction from a lawyer and will have an opportunity to learn about a law firm environment and how it operates, the Canadian Legal System, pathways to various legal careers, and the skills and characteristics required to be successful in this industry.

The course is very practical in its focus and students will be learning through case study simulations.

At the completion of the course, students will be able to:

- describe the preparation of legal instruments and prepare them from written instructions
- prepare legal correspondence
- use professional communication skills by telephone, in email, and through letters

Students interested in learning about the legal industry and acquiring basic legal administrative skills are encouraged to apply.

Services provided through funding arrangements with the Surrey School District Career Education Department.