

LEGAL ADMINISTRATIVE ASSISTANT (LAA) PROGRAM

There are two Legal Administrative Assistant (LAA) Certificate Programs. Students may take one or both LAA programs in either order. Employment options and career advancement opportunities are stronger for graduates completing both certificate programs.

The **LITIGATION Legal Administrative Assistant Certificate** (Fall start) is a 19-week certificate program designed for students with prior office administration experience or training who wish to work in a legal office environment as a legal secretary. Graduates of the Litigation Certificate program work in legal and government offices assisting lawyers who are involved with a variety of legal cases. Courses include litigation legal office procedures, introductory and advanced litigation, family law, personal injury, and a practicum.

The **CORPORATE/CONVEYANCING Legal Administrative Assistant Certificate** (January start) is a 20-week program designed for students with prior office administration experience or training who wish to work in a legal office environment as a legal secretary. Graduates of the Corporate/Conveyancing program typically work for lawyers and other professionals who deal with corporate business legal matters, property transfers and registrations. Government offices, property managers, notaries public, large public companies and real estate firms may also employ graduates of this program. Courses include solicitor legal office procedures, corporate law, introductory and advanced conveyancing, wills and estates, and a practicum.

Successful graduates of both certificate programs may choose to pursue becoming a Paralegal by taking an additional year of courses in the Paralegal Diploma program at OC.

Attendance Options:	LAA - LIT runs September 3, 2025 - January 16, 2026 LAA - CC runs January 19, 2026 - June 12, 2026 <ul style="list-style-type: none"> • Hyflex “on-campus” delivery: 2 days online and 3 days on campus in the classroom/lab or 5 days online. Monday to Friday classes during the day. Approximately 30 hours per week. • Program also offered via Distance Education (DE) which is self-directed and asynchronous (completed on your own schedule). 	
Cost Breakdown*:	Tuition	LAA-LIT - \$2,880* LAA-CC - \$3,128*
	Textbooks	LAA LIT- \$421* LAA-CC- \$842* Price variable, may be able to purchase used or eBook.
	Dental/Health	\$ 250.00* Full-time OC students who are taking campus-based programs have coverage through the student union, OCSU . If you have other coverage, you can opt out and not pay the fee.
	Ancillary Fees	LAA-LIT - \$388.94* LAA-CC - \$404.91*
	Parking	Varied, please find here .
	Loan Eligibility	The campus-based program is eligible for student loans & may be eligible for other government funding/sponsorships. The Distance Education delivery is not eligible for student loans.
<i>*costs estimated and subject to change</i>		
Employment Opportunities:	<ul style="list-style-type: none"> • Conveyancing Administrative Assistants (Legal Secretaries) in law, government or private business offices. • Litigation Administrative Assistants (Legal Secretaries) in law offices specializing in family law, personal injury, or civil law. 	<ul style="list-style-type: none"> • Real Estate Office Conveyancers or Assistants • Legal Administrative Assistants (Legal Secretaries) in law offices specializing in wills, estates, and corporate law. • Assistants to Notaries Public • Government Office Clerks
Expected Outcomes:	<ul style="list-style-type: none"> • Over 90 percent of recent LAA graduates are working in business offices through the Okanagan and in their home communities. • There is a high demand for LAA graduates in all regions. 	

Further Education:	<ul style="list-style-type: none"> Paralegal Diploma at OC
Admission Requirements:	<ul style="list-style-type: none"> Graduation from Grade 12; or mature student status (19 years of age and out of high school for 1 year prior to starting the program). English 11 course (min. 50%) or equivalent; or a minimum of 70% on an Okanagan College Office Administration English entrance test.

COURSE CODE AND NAME/PREREQUISITES		HOURS
Required for both LAA Certificates		
LAA 116	Legal Office Procedures	60 hours
LAA 145	Introduction to the Canadian Legal System	60 hours
LAA - LITIGATION CERTIFICATE		
LAA 100	Litigation Procedures I (Prerequisites: LAA 116 & 145)	96 hours
LAA 101	Litigation Procedures II (Prerequisites: LAA 100, 116, 145)	96 hours
LAA 112	Family Litigation Procedures (Prerequisites: LAA 100, 116, 145)	90 hours
LAA 115	Employment Law (Prerequisites: LAA 101, 116, 145)	60 hours
LSEC 130	Law Office Practicum *** (Prerequisites: all other courses in the LAA- Litigation certificate)	60 hours
CORPORATE/CONVEYANCING CERTIFICATE		
LAA 140	Conveyancing Procedures I (Prerequisites: LAA 116 & 145)	90 hours
LAA 141	Conveyancing Procedures II (Prerequisites: LAA 116, 140, & 145)	90 hours
LAA 152	Corporate Procedures I (Prerequisites: LAA 116 & 145)	90 hours
LAA 153	Corporate Procedures II (Prerequisites: LAA 116, 145, & 152)	36 hours
LAA 160	Wills and Estates (Prerequisites: LAA 116 & 145)	90 hours
LSEC 131	Law Office Practicum *** (Prerequisites: all other courses in the LAA- Corporate/Conveyancing certificate)	60 hours

Transfer credits may be accepted from or by other institutions or departments. Existing transfers can be found on the [BC Transfer Guide](#) or you can reach out to the department chair.

*** Students are responsible for obtaining their own practicum placements.

Further Information:	Website: https://www.okanagan.bc.ca/legal-administrative-assistant-certificate	
	Department Chair Contact: Brenda Ridgeley-Ketchell, MA, BBA BRidgeley@okanagan.bc.ca ; 250-762-5445 ext. 4391	LAA/Paralegal Instructor: Terry Becker TBecker@okanagan.bc.ca ; 250-762-5445 ext. 6413