

Student ID Number / Name:	
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This guide is for program planning purposes only. Students are responsible for checking the [Capilano University Calendar](#) & meeting program requirements.

Program Requirements			
Course	Course Title	Course Credits	Grades
CMNS 159	Communications for the Legal Administrative Assistant	3.00	
LGST 108	Family Law Litigation Procedures	1.50	
LGST 109	Basic Litigation Procedures	3.00	
LGST 110	Corporate Procedures	3.00	
LGST 112	Basic Conveyance and Mortgage Procedures	3.00	
LGST 114	Wills and Probate Procedures	1.50	
LGST 116	Introduction to the Legal System	1.50	
LGST 119	Practicum	3.00	
LGST 124	Organizational Behaviour	3.00	
LGST 125	Virtual Legal Office	3.00	
LGST 126	Basic Securities Procedures	1.50	
LGST 127	Computer Applications for the Legal Office I	3.00	
LGST 128	Computer Applications for the Legal Office II	3.00	
Total <u>Certificate</u> program credits:		33.00	

Comments:

- Students starting this program from September 2022 onwards are able to use this program planner. If you started the program before this term, please contact Academic Advising for an appropriate program planner or you may refer to [Capilano University Academic Calendar](#) for your program profile requirements.
- **Note:** Students who complete LGST 127 and LGST 128 in the Legal Administrative Assistant Certificate and who are later accepted into the Paralegal Certificate, the Paralegal Diploma or the Bachelor of Legal Studies (Paralegal) Degree will be given credit for LAW 115.
- **Residency Requirement:** Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study.
- **Graduation Requirement:** A *minimum CGPA of 2.00* (calculated on all program required courses) must be achieved to graduate from all Capilano University credentials. Programs may have additional graduation requirements as approved by the University Senate.
 - Check your cumulative Grade Point Average (cGPA) yourself using the [GPA Calculator](#) on CapU website.
- **Timeframe for Completion of the program and Graduation:** Students in a one-year program would be given two and half years to complete their program.