



LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA

Prepare for professional administrative work in law offices, courts and legal-service environments.

Program at a Glance

Program Length	44 weeks • 20 hours per week
Instruction	720 hours
Practicum	320 hours
Total Program Hours	1,040 hours
Delivery Model	ONLINE - plus supervised legal practicum

Program Overview

This diploma prepares learners to support legal professionals through document preparation, file and records management, client communication, billing, transcription, legal software and procedural knowledge across civil litigation, family law, wills and estates, corporate law and real estate.

What You Will Learn

- Use specialized legal terminology accurately and professionally.
- Prepare and manage legal documents, correspondence and files.
- Apply confidentiality, ethics and professional-office procedures.
- Use legal research, accounting, billing and office software.
- Support legal work in litigation, family, estate, corporate and real-estate matters.

Delivery Model

The program includes approximately 720 hours of instructor-led legal and administrative training followed by a 320-hour supervised practicum. The published schedule is 20 hours per week. Exact on-campus, hybrid or technology-supported delivery details should be confirmed for the intake.

Course Outline

Course	Hours / Focus
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Business Mathematics	30 hours • calculations used in office and business settings
Computer Applications	80 hours • Microsoft Office and document production
Business English & Communication	90 hours • grammar, professional writing and oral communication
Principles of Canadian Law & Ethics	60 hours • legal system, terminology and professional conduct
General Law Office	80 hours • office procedures, trust accounting, privacy and drafting
Legal Office Applications & Transcription	80 hours • legal software, research tools and transcription
Wills & Estates	60 hours • wills, intestacy and estate administration
Real Estate Law	40 hours • conveyancing, title, mortgages and transfers
Civil Litigation	60 hours • court processes, documents and limitation periods
Family Law	40 hours • divorce, support, parenting and property procedures
Corporate & Commercial Law	40 hours • incorporation, minute books and commercial documents
Career Management	60 hours • job-search and employment skills
Practicum	320 hours • supervised placement in a legal environment

Employment Opportunities

- Legal Administrative Assistant
- Legal Secretary
- Legal Assistant
- Legal Administrator
- Legal Transcriptionist
- Legal Claims Coordinator
- Compliance Assistant



- Law or Judicial Clerk
- Land Titles Analyst
- Legal Office Manager

Career Pathway

- Begin in legal reception, file support, transcription or junior legal-assistant roles.
- Develop specialization in litigation, family law, corporate law, estates or real estate.
- Advance into senior legal assistant, team lead, office manager or specialized clerk roles.
- Further education may support pathways into paralegal, law-clerk, compliance or court-administration occupations, subject to provincial requirements.

Expected Salary Range

Alberta legal administrative-assistant wages are approximately \$21.00 to \$45.00 per hour, with a reported median of about \$32.00 per hour (Government of Canada Job Bank).

Salary figures are labour-market estimates, not guarantees. Actual pay varies by employer, location, experience, duties, union status and economic conditions.

Admission Requirements

- Canadian high-school graduation or equivalent; or mature-student status.
- Successful entrance assessment and admissions interview.
- Strong attention to detail, confidentiality and written communication are important for success.

English-Language Assessment & College Interview

Applicants must successfully complete the institution's admissions process, which may include an entrance assessment and an admissions interview. Where English is not the applicant's first language or prior education was completed outside Canada, proof of English-language proficiency may be required. The interview may be used to confirm the applicant's communication ability and readiness for the program. Final requirements must be confirmed before enrolment.

Practicum / Work Experience

The 320-hour supervised legal practicum is designed to provide real-world application of legal-office procedures, document preparation, communication and technology skills.