

# LEGAL MAJOR

The legal major provides core office skills and legal-specific courses for entry-level legal assistants that include legal transcription, basic legal theory and legal office procedures. The legal assistant in today's competitive market must be adept with technology, understand procedures in a law office, have a basic knowledge of law and be able to work within time limits.

## Career Potential

Graduates work as entry-level legal assistants, transcriptionists or word processing operators in law offices, legal departments of government or private industry, or in general business offices.

## Program of Study

Course	Title	Credits
<b>Term I</b>		
ENGL 102 or WRIT 101	Analysis and Argument or First Year Writing	3
LEGL 100	Introduction to Law I	3
OADM 113	Document Formatting I	3
OALS 110	Legal Office Procedures I	3
OALS 111	Word Processing	3
OALS 115	Corporate Procedures in the Law Office	3
	Credits	18
<b>Term II</b>		
LEGL 104	Introduction to Law II	3
OADM 124	Office Math Applications	1
OALS 112	Customer Communications and Service	3
OALS 120	Legal Office Procedures II	3
OALS 121	Integrated Office Applications	3
OALS 123	Legal Research and Technology	3
	Credits	16
<b>Term III</b>		
OALS 131	Legal Transcription and Field Placement	3
OALS 132	Conveyancing Procedures in the Law Office	3
	Credits	6
	Total Credits	40

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.

## Course Substitutions

Credit Earned in:	May Be Substituted for Credit in Program Course:
ENGL 211	OALS 112
FNCE 113	OADM 124
LEGL 150	OALS 132
LEGL 180	OADM 124
LEGL 210	LEGL 100
OADM 103	OALS 111
OAMS 128	OADM 124