

Legal Office Assistant - Durham College Certificate
Program of Study 2021/2022

- Students starting in the 2021/2022 academic year (Sept. - Aug.) must follow the Program of Study shown below.
- If you began your studies **prior to the 2021/2022 academic year**, please contact the Centre for Professional and Part-time Learning at 905-721-3052 or ppl@durhamcollege.ca to obtain the Program of Study that applies to your particular start date.
- You will have a maximum of 15 semesters (5 years) from the start date of your first course to complete this certificate.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Centre for Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [program page](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Communication Foundations	Online	COMM 1884	n/a	n/a	
Word Introduction	Online	WIND 2285	n/a	COMP 1101	
Computer/Keyboarding Skills I	Online	COMP 1083	n/a	COMP 1396	
Legal Office Procedures	Online	LAW 1080	n/a	n/a	
Legal Terminology	Online	TERM 1380	n/a	n/a	
Excel Introduction	Online	SPRD 2281	n/a	COMP 2209	
Legal Accounting Procedures	Online	ACCT 1381	LAW 1080 and TERM 1380	n/a	
Real Estate Procedures	Online	LAW 2084	LAW 1080 and TERM 1380	n/a	
Litigation/Small Claims/Family/Criminal Law Procedures	Online	LITG 2380	LAW 1080 and TERM 1380	n/a	
Corporate Law Procedures	Online	LAW 2081	LAW 1080 and TERM 1380	LAW 1211	
Wills and Estates Law Procedures	Online	LAW 2085	LAW 1080 and TERM 1380	WILL 4400	

Courses without a pre-requisite(s) can be taken at anytime during your Program of Study