

## Legal Administrative Assistant Program Online:

Technology has changed our lives over the past several years and will continue to progress as new innovations are made. As a student-centered educational institution, UFV recognizes that today, people want choices and flexibility when it comes to their education.

We are now bringing one of our long-standing and successful programs to the online environment. Through curriculum mapping, research and re-development, this exciting and advanced program is now accepting applications for online course delivery.

In the realm of the law office or legal department, legal administrative assistants (“LAA”) are considered one of the most valuable members of the legal team. This role requires critical thinking and problem-solving skills; a drive to work independently and still collaborate with a team; to work on highly complex and satisfying cases and projects. Lawyers and paralegals rely heavily on LAAs to assist in making the legal department run smoothly.

The skillset earned through the LAA program is one that is transferable to many other careers including executive assistants, conveyancers, corporate secretaries and court clerks.

### **FAQS:**

**Q:** When does the course run? How long is it?

**A:** The online course runs from January to July, with a two-week practicum at the end. UFV facilitates the placement of your practicum in your local geographical area. You will complete the same amount of course hours as you would in the face-to-face LAA program.

**Q:** What makes your online LAA program different from other programs out there?

**A:** As a public educational institution, our student-centered approach and focus runs deep in the community. Our instructors are not only content experts in the field, they are also provincially trained instructors in adult education and in online delivery and instruction, so the focus remains on the best learning opportunities for the student.

**Q:** How is online learning different from distance education? Will I be completely on my own?

**A:** UFV incorporates the online learning management system, Blackboard, which allow for both synchronous (at the same time) and asynchronous (at different times) learning. This means you can log in and complete portions of the course at any time of the day or meet up with classmates online to discuss assignments and projects.

As opposed to distance learning where you are given all the material at once and you self-instruct, online learning means that the content (including recorded lectures, learning activities and assessments) will be released at set times, just like in a face-to-face class, with your instructor supporting you through email, discussion post or even a phone call.

You will never be on your own, as the instructors guide and facilitate the students to create an online learning community, with participation encouraged from all members. Check out this short video on how the benefits of learning through Blackboard.

<https://www.youtube.com/watch?v=CM3Csm3UNyo>

**Q:** I don't know if online learning is for me – how do I know?

**A:** As with taking any course or program, motivation and drive to succeed will be key factors in how successful you will be overall. While online learning will require more self-direction, students often find that with the well-structured courses, instructor support and feedback on their work, consistent communication with classmates and instructors and time management, the responsibility for learning is no different than that of a face-to-face classroom.

**Q:** Is this program available for financial aid?

**A:** Yes, this program meets the financial aid requirements.

**Q:** Can I still work while I take this course?

**A:** Yes, absolutely. If you are not eligible for financial aid and/or are funding your studies through other means, this is one of the benefits to taking an online course – you can still work and complete your coursework in the evening and weekends.