# Legal Assistant

SCHOOL OF BUSINESS

## Overview

In our practical two-year Legal Assistant program, you'll gain valuable legal administrative skills that are in high demand.

Your instructors will be lawyers and former legal assistants. They'll help you understand the ins and outs of the legal office.

As a student, you will:

- master precise keyboarding and transcription using industry-standard software
- learn the relevant legal terminology to equip you with the skills to prepare legal documents accurately.

The Legal Assistant program covers all administrative aspects of working in a law office or courthouse.  You'll receive training in computer applications, legal writing, transcription, and office procedures.

You'll also learn the basics of various areas of law, like civil litigation, real estate, corporate law, criminal law, wills and estates, and family law. You'll be prepared to create administrative documents to support the lawyers in your office.

You will wrap up your studies with a one-month unpaid practicum placement to show potential employers and legal counsel your skills and professionalism.

Many of our graduates find jobs in law firms or within the court system. You'll be ready for jobs as a legal assistant, court clerk, or other court worker. With experience, you may become a paralegal.

### Flexible study options

Choose between full-time or part-time study to match your schedule.

A full-time course load includes five courses per semester, with around twenty classroom hours per week and an additional six hours of homework per course outside of the classroom.

If you need a lower course load, you have seven years from the day you start to complete all required courses.

### Traits, skills and aptitudes

Those who work as legal assistants tend to be methodical, objective, and directive.

You need:

- strong communication, organization, and time-management skills
- accuracy and attention to detail
- the ability to work with clients who are under stress
- the ability to work independently or as part of a team
- the ability to solve problems under tight deadlines
- integrity and respect for confidentiality
- the ability to think quickly and switch between tasks when emergencies arise
- good reading comprehension
- critical thinking skills.

You should be comfortable dealing with a variety of different people and enjoy working in an office environment and organizing information.

### Practicum, Co-op and Work Integrated Learning

After you have completed 20 of your courses, you'll participate in a one-month unpaid practicum that will be organized for you.

## Credentials

Upon successful completion of the program, you'll receive a SAIT Legal Assistant diploma.

# Admission requirements

## Applicants educated in Canada

Applicants must demonstrate English language proficiency and completion of all the following courses or equivalents:

- at least 50% in English Language Arts 30-1 or English Language Arts 30-2, and
- at least 50% in Math 10C or Math 20-3.

SAIT accepts high school course equivalents for admission for applicants educated outside Alberta.

## Applicants educated outside of Canada

All applicants who were educated outside of Canada must demonstrate English language proficiency and provide proof they meet the program admission requirements with an international document assessment. Find accepted educational documents and assessment options.

SAIT may also accept courses completed at certain international post-secondary institutions.

# Costs

## 2026/27 tuition and fees

The following costs are effective as of July 1, 2026.

The estimated total cost of tuition and fees is based on the suggested schedule of study. Following a modified schedule will impact the fees you pay per semester and may alter final costs.

## Domestic Students

| Year | Number of semesters | Tuition fees | Additional fees | Total per year |
|---|---|---|---|---|
| 1 | 2 | $5,610 | $1,764.50 | $7,374.50 |
| 2 | 2.5* | $5,890.50 | $2,015 | $7,905.50 |
| | | | **Total cost:** | **$15,280** |

The estimated total cost of tuition and fees for domestic students is based on the recommended course load per year.

*.5 indicates a combination of full-time semester(s) and part-time semester(s) in the same academic year. In many cases, students are completing a practicum during their part-time semester. Part-time students are those taking less than nine (9) course credits in a semester. You will not be eligible for the UPass in your part-time semester.

## International Students

The program total is based on the estimated amount you will pay if you enter this program during the 2026/27 academic year. The program total amount listed on your letter of admission may appear higher. This amount is your maximum tuition guarantee for the program. SAIT will not exceed this maximum, regardless of changes in tuition and fees between academic years.

| Year | Number of semesters | Tuition fees | Additional fees | Total per year |
|---|---|---|---|---|

| Year | Number of semesters | Tuition fees | Additional fees | Total per year |
|---|---|---|---|---|
| 1 | 2 | $16,410 | $1,764.50 | $18,174.50 |
| 2 | 2.5* | $17,230.50 | $2,015 | $19,245.50 |
| | | | **Total cost:** | **$37,420** |

*.5 indicates a combination of full-time semester(s) and part-time semester(s) in the same academic year. In many cases, students are completing a practicum during their part-time semester. Part-time students are those taking less than nine (9) course credits in a semester. You will not be eligible for the UPass in your part-time semester.

## Books and Supplies

Books and supplies are approximately $1,000 - $1,500 per full-time year.

This is a bring-your-own-device program with a standard computer hardware and software requirement. See the specific requirements on our computers and laptops page.

Find your booklist on the SAIT Bookstore's website. The booklist will be available closer to your program start date. Can't find your program or course? The bookstore didn't receive a textbook list. Contact your program advisor directly to determine if they're still refining course details or, if you're in luck, no textbook purchase is required this term.