

EXECUTIVE & LEGAL



The Executive Assistant program will expand your skills and hone your abilities in an environment that incorporates a hands-on approach while learning to work effectively with others.

Executive assistants work closely with senior administrators in a wide variety of industries. Executive assistants learn Microsoft Office 2016, administrative procedures, basic accounting, and Adobe Photoshop and Acrobat. Students learn event planning by organizing the annual SBC Business Show.

****Strong English skills are an asset.***

EXECUTIVE ASSISTANT

Start Dates: September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum of 60 percent overall average
- GED 12 or ABE 12 with strong English
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)

Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Desktop Publishing

- Computer Applications 644 (Publisher 2013)
- Computer Applications 646 (Photoshop Basics)
- Computer Applications 662 (Adobe Acrobat X Professional)

Executive Document Preparation 715

Executive Office Roles 716

Executive Research, Proposals & Reporting 721

Executive Office Simulation 740

Executive Business Event Planning 744

ADMINISTRATIVE ASSISTANT, ACCELERATED – Legal Major

This course is offered to university graduates who wish to continue their liberal arts or professional classes with hands-on business education to improve opportunities for employment within a variety of office settings.

Students wishing to work in a law office after graduating may further specialize in Legal courses.

Start Dates: March, September

Duration: 9 months / 36 weeks / 996 course hours

Prerequisites: - Bachelor's Degree
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
Communications 211*
Communications 212
Communications 213a
Communications 214a
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513a
Applied Administrative Procedures 515a
Human Relations 519
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016) - Level 1

Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Legal Keyboarding Speed (60 wpm to graduate)

Legal Terminology 811

Legal Procedures 812

Legal Computer Applications 813

Legal Document Preparation 814

Legal Voice Transcription (Adv.) 817

Legal PC Law 818

Rules of Court 850

Criminal Law 851

Civil Litigation 852

Corporate 853

Family Law 854

Wills and Estates 857

Legal Research 858

Real Estate 859

***Classes may be challenged**

