

LEGAL & EXECUTIVE



A **Legal Assistant** is highly motivated, possesses strong English skills, is well organized, and legally minded. Graduates will be prepared to handle independently, with minimum direction, the diverse and challenging tasks required by a lawyer.

A **Legal Administrative Assistant** will find opportunities with lawyers employed by large corporations in private practice, federal, provincial, or municipal governments, and with lawyers/ judges in the court system. This program provides the foundation to becoming a Legal Assistant.

LEGAL ASSISTANT

Start Dates: January, March September, October

Duration: 10 months / 40 weeks / 1280 course hours

Prerequisites: - Grade 12 with a minimum 60 percent overall average or GED 12
- 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 644 (Publisher 2016)
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

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

LEGAL ADMINISTRATIVE ASSISTANT

Start Dates: January, March, 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
- 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) - Level 1
Computer Applications 642 (QuickBooks 2016) - Level 1
Computer Applications 644 (Publisher 2016)
Computer Applications 646 – Photoshop Basics
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

Legal Terminology 811

Legal Procedures 812

Legal Computer Applications 813

Legal Document Preparation 814

Legal Keyboarding Speed (50 wpm to graduate)

Legal Voice Transcription (Adv.) 817

Legal PC Law 818

