



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 and legal education. 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 task required by a lawyer.

Start Dates: March, September

Duration: 7 months full-time & 3 months part-time | 36 Weeks | 996 course hours

Prerequisites: Bachelor's Degree

Mature Student Admissions

Classes

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Voice Transcription 121
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 2019)
Computer Applications 620 (Excel 2019) - Level 1
Computer Applications 621 (Excel 2019) - Level 2
Computer Applications 622 (Access 2019) - Level 1
Computer Applications 628 (Outlook 2019) - Level 1

Computer Applications 642 (QuickBooks 2018) - Level 1
Computer Applications 672 (Word 2019) - Level 1
Computer Applications 673 (Word 2019) - Level 2
Legal Keyboarding Speed (55 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
Criminal Law 851
Civil Litigation 852
Corporate 853
Family Law 854
Wills and Estates 857
Legal Research 858
Real Estate 859

Ask about practicum options

** Class may be challenged*

www.sbccollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbccollege.ca

Better job — brighter future.