

Office Administration (Legal)

This two-year diploma program is designed to enable students to become administrative assistants in a legal or general office environment.

The program provides students with extensive knowledge and skills in the formatting and production of legal and general documentation, legal terminology, legal transcription and office management tasks.

Related courses include communications, computerized accounting, organizational behaviour and computerized business applications.

ENTRANCE REQUIREMENTS

Comprehensive Arts and Science Certificate (College Transition program),

OR

High School Graduation,

OR

Adult Basic Education (Level III) Graduation,

OR

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile),

OR

Persons 19 years of age or older who do not meet the educational prerequisites for this program may be considered on an individual basis under the Mature Student Clause. It is recommended that the mature student have a good knowledge of English and Mathematics.

DIPLOMA

- Two years
- September start
- Prince Philip Drive Campus

COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 1				
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Fundamentals	3	3	1
CP1450	Operating Systems	2	1	2
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1100	Office Management I	3	3	1
Semester 2				
AC2100	Bookkeeping II	4	3	2
CM2100	Workplace Correspondence	3	3	0
CP2310	Electronic Spreadsheet Applications	3	2	2
DM1201	Document Production II	6	4	6
DM1300	Transcription I	3	2	2
OF1101	Office Management II	3	3	1
Semester 3 (Interession)				
OJ1110	Work Exposure (Certificate Only)	C/I	3	wks

Year 1 courses can be completed at campuses offering the Office Administration certificate program.

Semester 4				
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0
DM1310	Legal Transcription I	3	2	2
DM2210	Legal Document Production I	6	3	7
LW1100	Business Law	2	2	0
OF2500	Legal Office Procedures I	3	3	1
Semester 5				
DM2410	Legal Transcription II	2	1	3
DM3220	Legal Document Production II - Wills, Estates and Family Law	5	3	4
OF2510	Legal Office Procedures II - Wills, Estates and Family Law	2	2	0
DM3230	Legal Document Production III - Real Estate	2	1	3
OF2520	Legal Office Procedures III Real Estate	3	3	0
SD1910	Workplace Success and the Administrative Assistant	2	2	0
Elective		3	3	0
Semester 6 (Interession)				
OJ1250	Work Exposure	C/I	6	wks

Students must achieve a typing speed of 40 net words per minute at the end of Semester 5 in order to be eligible for an Office Administration (Legal) Diploma from the College.

