

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

Eligibility for admission requires the applicant to meet one of the following academic criteria:

- 1.High School**
High School Graduation
- 2.Comprehensive Arts and Science Certificate (CAS) Transition**
- 3.Adult Basic Education**
Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)
- 4.Mature Student Status**
Applicants who do not meet the educational prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Clause.

ACCREDITATION

Office Administration (Executive) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

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 (Intersession) | | | | |
| OJ1110 | Work Exposure (Certificate Only) | C/1 | 3 | wks |

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

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 (minimum 2-4 credits) | 2-4 | 2-4 | 0 |
| Semester 6 (Intersession II) | | | | |
| OJ1250 | Work Exposure | C/1 | 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.

