

Legal Administrative Assistant

Diploma

Program Introduction

Graduates possess the skills and knowledge to do work of a legal nature under the direct supervision of a licensed lawyer. Their knowledge regarding legal documents, the legal system and the ethical consideration of the legal profession make them invaluable.

Duties and Responsibilities

Legal administrative assistants perform some or all of the following duties:

- Prepare and key in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers
- Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage
- Schedule appointments, meetings and conferences for employer
- Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information internally and with other departments or organizations
- Determine and establish office procedures and routines
- May supervise and train other staff in procedures and in the use of current software
- May attend court, meetings or conferences to take notes, minutes and dictation
- May perform other general office work as required including preparing financial statements.

Method of Delivery

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators.
- Instructor-led

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Career Opportunities

Legal assistants prepare legal documents, maintain records and files and conduct research to assist lawyers or other professionals. Notaries public administer oaths, take affidavits, sign legal documents and perform other activities according to the limitations of their appointment. Trademark agents advise clients on intellectual property matters. Legal assistants are employed by law firms, by record search companies and in legal departments throughout the public and private sectors.

Competencies upon Completion

CORE COURSES

- **Business Skills**
Business Math
- **Keyboarding**
Minimum 40 words per minute (WPM)
- **Spreadsheets**
Basic level of proficiency in Microsoft Excel
- **Word Processing**
Intermediate level of proficiency in Microsoft Word
- **Office Skills**
Internet Fundamentals and basic level of proficiency in Microsoft Outlook
- **Operating Systems**
Basic level of proficiency in a Windows operating system
- **Job Readiness/Employability Skills**
Job Search and Résumé Writing and Thought Patterns for a Successful Career
- **Legal**
Corporate/Commercial Law, Civil Litigation, Court Systems/Criminal, Conveyancing, Family Law, Machine Transcription/Communication, Legal Office Procedures, Wills and Estates, and Practicum

