

Legal Assistant

44 Weeks

From legal transcriptions to managing legal office procedures, legal assistants play an essential role in law firms and legal departments. Their work is vital to the successful operation of any law office or legal department. To be successful in the role, legal assistants must have administrative and communication skills as well as the ability to prepare legal transcriptions, legal documents, and client files.

Careers

Legal Secretary

Legal Assistant, Receptionist

Office Administrator

Administrative Assistant

Practicum

Completion includes a compulsory four-week full-time practicum where students work alongside industry professionals.

Program Courses

Administrative Office Procedures

Introduces students to common office procedures, such as human relations; organization structure and office layout; office technology; front-line reception; aspects of business communication specific to the office professional and record keeping.

Business Communications

Develops professional business skills necessary to communicate in a dynamic workplace while also emphasizing the role technology plays in communication and best practices for using technology in the workplace.

Career Preparation

Provides skills needed to effectively search for industry-related employment. Students prepare a resume, LinkedIn account, and cover letter and develop their interviewing skills.

Civil Litigation

Provides a theoretical overview of civil litigation, including the applicable court structure and legal terminology. Introduces students to the to the procedural routes required in the stages of litigation and the documentation at the various stages.

Corporate & Commercial Law

Reviews the basic structure of corporations as well as how to collect and prepare incorporation documents

Criminal Law

Studies the Canadian Legal System by focusing on the nature of criminal law, criminal code offences, criminal defences and the laws which guide the judiciary.

Customer Service

Provides a foundation for customer service and focuses on building lifelong customer relationships through the development of positive customer care approaches.

Family Law

A theoretical and practical look at Canadian family law is the focus of this course. Topics include divorce, annulments, separations, mediation, the division of property and child custody.

Immigration Law

Introduces students to Canadian immigration law, specifically, to the various rules, procedures, and policies set out by Citizenship and Immigration Canada (CIC). Students also become familiar with the Immigration and Refugee Board (IRB) and how the refugee claim process functions.

Introduction to Electronic Document Processing

Provides attorneys a more efficient way to search for, organize, and analyze documents and transcripts when preparing a case. Students in this course become familiar with this software.

Introduction to Human Resources

Explores a general overview of the human resource functions that assist an organization to deliver value through proper management of the employee life cycle.

Keyboarding

Improves touch typing skills on a keyboard with a focus on improving speed and accuracy. This course increases job efficiency and understanding of work station ergonomics.

Legal Keyboarding

Focuses on keyboarding speed and accuracy of students when focusing on the preparation of legal documents using legal terminology.

Legal Office Procedures & Precedents

Introduces students to standard operating procedures in a legal office environment. Students learn the basics of creating legal documents, maintaining client files, and performing basic legal financial transactions. In addition to covering these basics, students consider various issues related to ethics, confidentiality and code of conduct in the legal field.

Legal Transcriptions

Explores Latin terminology used within the legal field. Students learn how to use legal citations in legal memoranda. Emphasizes proper use of punctuation, grammar, editing and proofreading.

MS Office Applications

Prepares students to perform functions common to all Microsoft Windows applications. Elements include the ability to create and manipulate Word, Excel, or PowerPoint applications, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to most Windows applications.

Real Estate & Conveyancing

Familiarizes students with real estate law, and the legal procedures necessary to document the selling, transferring, purchasing and mortgaging of property.

Wills & Estates

Introduces students to the basic legal procedures relating to wills and estates.