

# EXECUTIVE & LEGAL



The Executive Assistant program will expand your skills and hone your abilities in an environment that incorporates a hands-on approach while learning to work effectively with others.

Executive assistants work closely with senior administrators in a wide variety of industries. Executive assistants learn Microsoft Office 2016, administrative procedures, basic accounting, and Adobe Photoshop and Acrobat. Students learn event planning by organizing the annual SBC Business Show.

***\*Strong English skills are an asset.***

## EXECUTIVE ASSISTANT

**Start Dates:** September, October

**Duration:** 10 months / 40 weeks / 1040 course hours

**Prerequisites:** - Grade 12 with a minimum of 60 percent overall average  
- GED 12 or ABE 12 with strong English  
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)  
Keyboarding Speed (55 wpm to graduate)  
Voice Transcription 121  
Communications 211  
Communications 212  
Communications 213  
Communications 214  
Communications 216  
Mathematics 311  
Personal Finance 314  
Accounting/Bookkeeping 411  
Career Strategies 513  
Applied Administrative Procedures 515  
Human Relations 519  
Records/Information Management 522  
Computer Applications 611 (Windows 10)  
Computer Applications 619 (PowerPoint 2016)

Computer Applications 620 (Excel 2016) - Level 1  
Computer Applications 621 (Excel 2016) - Level 2  
Computer Applications 622 (Access 2016) - Level 1  
Computer Applications 628 (Outlook 2016)  
Computer Applications 642 (Quickbooks 2016) - Level 1  
Computer Applications 650 (Business Project Integration)  
Computer Applications 662 (Adobe Acrobat X Professional)  
Computer Applications 672 (Word 2016) - Level 1  
Computer Applications 673 (Word 2016) - Level 2

### Desktop Publishing

- Computer Applications 644 (Publisher 2016)
- Computer Applications 646 (Photoshop Basics)
- Computer Applications 662 (Adobe Acrobat X Professional)

### Executive Document Preparation 715

### Executive Office Roles 716

### Executive Research, Proposals & Reporting 721

### Executive Office Simulation 740

### Executive Business Event Planning 744

## 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 education to improve opportunities for employment within a variety of office settings.

Students wishing to work in a law office after graduating may further specialize in Legal courses.

**Start Dates:** March, September

**Duration:** 7 months full-time & 3 months part-time / 36 weeks / 996 course hours

**Prerequisites:** - Bachelor's Degree  
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)  
Keyboarding Speed (55 wpm to graduate)  
Voice Transcription 121  
Communications 211\*  
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 2016)  
Computer Applications 620 (Excel 2016) - Level 1  
Computer Applications 621 (Excel 2016) - Level 2  
Computer Applications 622 (Access 2016) - Level 1  
Computer Applications 628 (Outlook 2016) - Level 1

Computer Applications 642 (Quickbooks 2016) - Level 1  
Computer Applications 672 (Word 2016) - Level 1  
Computer Applications 673 (Word 2016) - Level 2

### Legal Keyboarding Speed (60 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

### Rules of Court 850

### Criminal Law 851

### Civil Litigation 852

### Corporate 853

### Family Law 854

### Wills and Estates 857

### Legal Research 858

### Real Estate 859

\*Classes may be challenged