



LEGAL ADMINISTRATIVE ASSISTANT

A Legal Administrative Assistant will find opportunities with lawyers employed by large corporations, in private practice, federal, provincial, or municipal governments, and with lawyers/ judges in the court system. This program provides the foundation to becoming a Legal Assistant.

Start Dates: January, March, September, October
Duration: 10 months | 40 Weeks | 1040 course hours
Prerequisites: Grade 12 with minimum 60 percent overall average
GED 12 or ABE 12 | Mature Student Admissions

Classes

Document Preparation 113 (Simulation)	Computer Applications 622 (Access 2019) - Level 1
Keyboarding Speed (55 wpm to graduate)	Computer Applications 628 (Outlook 2019) - Level 1
Voice Transcription 121	Computer Applications 642 (QuickBooks 2018) - Level 1
Communications 211	Computer Applications 644 (Publisher 2019)
Communications 212	Computer Applications 646 – Photoshop Basics
Communications 213	Computer Applications 650 (Business Project Integration)
Communications 214	Computer Applications 662 (Adobe Acrobat Pro DC)
Mathematics 311	Computer Applications 672 (Word 2019) - Level 1
Personal Finance 314	Computer Applications 673 (Word 2019) - Level 2
Accounting/Bookkeeping 411	Legal Terminology 811
Career Strategies 513	Legal Procedures 812
Applied Administrative Procedures 515	Legal Computer Applications 813
Human Relations 519	Legal Document Preparation 814
Records Information Management 522	Legal Keyboarding Speed (50 wpm to graduate)
Computer Applications 611 (Windows 10)	Legal Voice Transcription (Adv.) 817
Computer Applications 619 (PowerPoint 2019)	Legal PC Law 818
Computer Applications 620 (Excel 2019) - Level 1	
Computer Applications 621 (Excel 2019) - Level 2	

See program advisor for information on flexible learning options

** Ask about practicum options*

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