



## LEGAL ASSISTANT

A Legal Assistant is highly motivated, possesses strong English skills, is well organized, and legally minded. Graduates will be prepared to handle independently, with minimum direction, the diverse and challenging tasks required by a lawyer.

**Start Dates:** January, March, September, October

**Duration:** 10 months | 40 Weeks | 1280 course hours

**Prerequisites:** Grade 12 with minimum 60 percent overall average  
GED 12 or ABE 12 | Mature Student Admissions

### Classes

Document Preparation 113 (Simulation)

Keyboarding Speed (55 wpm to graduate)

Voice Transcription 121

Communications 211

Communications 212

Communications 213

Communications 214

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 2019)

Computer Applications 620 (Excel 2019) - Level 1

Computer Applications 621 (Excel 2019) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019) - Level 1

Computer Applications 642 (QuickBooks 2018) - Level 1

Computer Applications 644 (Publisher 2019)

Computer Applications 650 (Business Project Integration)

Computer Applications 662 (Adobe Acrobat Pro DC)

Computer Applications 672 (Word 2019) - Level 1

Computer Applications 673 (Word 2019) - Level 2

**Legal Keyboarding Speed (55 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**

*Ask about practicum options*

[www.sbcollege.ca](http://www.sbcollege.ca) | 1-800-679-7711 | 306.244.6333 | [admissions@sbcollege.ca](mailto:admissions@sbcollege.ca)

**Better job — brighter future.**