



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 and legal education. 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 task required by a lawyer.

Start Dates: March, September

Duration: 7 months full-time & 3 months part-time | 36 Weeks | 996 course hours

Prerequisites: Bachelor's Degree

Mature Student Admissions

Classes

Document Preparation 113 (Simulation)

Keyboarding Speed (55 wpm to graduate)

Voice Transcription 121

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 11)

Computer Applications 619 (PowerPoint 2019)

Computer Applications 620 (Excel 2021) - Level 1

Computer Applications 621 (Excel 2021) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019) - Level 1

Computer Applications 642 (QuickBooks 2021) - Level 1

Computer Applications 672 (Word 2021) - Level 1

Computer Applications 673 (Word 2021) - 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

See program advisor for information on flexible learning options

Ask about practicum options

www.sbcollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbcollege.ca

Better job — brighter future.