

# LEGAL ADMINISTRATION

**2-YEAR  
DIPLOMA**

Be recognized as a confident office professional in the legal industries. Develop your skills in legal terminology, Microsoft Office Suite, customer service and the creation of industry documents that today's employers desire.

## Why should you choose a career in Legal Administration?

### **1** Unlock your career potential

Prepare for a stimulating career in law, justice or real estate with this two-year diploma. Understand Canadian legal processes in public and private law, gain higher administrative training, and acquire experience transcribing for police departments and court rooms. Learn how to chair meetings, become proficient in PC law software and craft a professional portfolio.

### **3** Explore opportunities

Connect with those working in industry. Throughout your studies, you will have the opportunity to visit a number of organizations including the Brandon Police Service, Child and Family Services, Manitoba Courts, the City of Brandon, private legal firms and real estate agencies.

### **2** Practical experience prepares you

In your work placement, you will craft your ideal professional portfolio and be given the work experience that employers need. Assiniboine has connections with Manitoba Justice, Family Services, the Property Registry and Manitoba Agriculture Services in addition to many private law firms. Explore an abundance of career opportunities through site visits and your final work placement.

### **4** Take your place in the field

Be prepared to work in professional services, legal offices, court systems, law enforcement agencies, city and rural municipality offices, mortgage companies and real estate agencies. Careers for graduates include legal transcriptionist, executive assistant, customer service representative, office manager, legal secretary and records control specialist.

#### CAMPUS/DELIVERY OPTIONS

 Victoria Avenue East Campus

 Parkland Campus (every other year)

#### AVAILABLE INTAKES

 September

#### WORK PLACEMENT(S)

 YR 2 | 8 weeks

## CAREER OPPORTUNITIES

Professional services • legal offices • municipal offices • land titles • judicial systems • mortgage companies

## ADMISSION REQUIREMENTS

- » A complete Manitoba Grade 12 or equivalent
- » English 40G/40S or equivalent
- » Consumer/Essential Mathematics 40S or equivalent

# Be Confident IN YOUR CAREER PATH

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying.

## SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- » Participate in classroom activities
- » Experience college life
- » Explore all of our helpful services for students
- » Meet current college students and instructors
- » Enjoy a free lunch on us!

## ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on our college, the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn what Assiniboine has to offer.

## STILL NOT SURE?

Contact our recruitment team to arrange a campus tour or an appointment to discuss your career options.

Scan the QR code or visit [assiniboine.net/experienceACC](https://assiniboine.net/experienceACC) to register or connect with our recruitment team!

