

# 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.

### **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.

### **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.

### **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.

#### **FULL-TIME, ON-CAMPUS TIMELINE:**

**SEPTEMBER**  
Year 1 fall term begins

**JANUARY**  
Winter term begins

**MAY**  
Optional Work placement

**SEPTEMBER**  
Year 2 fall term begins

**JANUARY**  
Winter term begins

**MAY**  
Work placement

**JUNE**  
Graduation

Program delivery options:



Victoria Avenue East Campus

## CAREER OPPORTUNITIES

Graduates find employment in a variety of careers in professional services, legal offices, municipal offices, land titles, judicial systems and mortgage companies.

## ADMISSION REQUIREMENTS

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

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See [assiniboine.net/elp](http://assiniboine.net/elp) for more information.

## UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped computer laboratories with the latest software
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences

## GRADUATION REQUIREMENTS

To graduate with a Legal Administration diploma, student must successfully complete 114 academic credits and 6 practical credits.

The minimum passing grade for each course is indicated on the course outline.

## CONNECTIONS

Through the International Association of Administrative Professionals (IAAP), graduates/students may write examinations for the Certified Professional Secretary (CPS) designation.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up-to-date information on agreements, visit [assiniboine.net/registrar](http://assiniboine.net/registrar) or the program page.

## PROGRAM FEES (DOMESTIC ONLY)

Tuition, fees and Students' Association fees total approximately **\$4,210** for year one and **\$3,790** for year two.

Estimated costs for books and supplies are **\$1,040** for year one and **\$450** for year two.

*All fees are estimated and subject to change without notice.*

## NEXT STEPS

Apply now! Visit [assiniboine.net/applynow](http://assiniboine.net/applynow). For more information on this program, visit [assiniboine.net/legal](http://assiniboine.net/legal).

## COURSES 2020-21

NUMBER	COURSE TITLE	CREDITS
<b>YEAR ONE</b>		
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
<b>YEAR TWO</b>		
LAWG-0090	Criminal Law	6
LAWG-0083	Family Law	6
HRMG-0042	Human Relations and Diversity	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6
LAWG-0091	Private Law	6
LAWG-0069	Real Estate & Trust Accounting	6

\* Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicum 1 - OFAD may be taken between year one and year two.

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit [assiniboine.net](http://assiniboine.net) for the most up-to-date information.*