



Legal Administrative Assistant

Graduates from this program are prepared with the skills needed to secure a position in the legal office environment.

Program Contents

- Legal Terminology
- Corporate Law
- Conveyancing
- Wills
- Docketing
- Estate Practice
- Real Estate
- Litigation
- Family Law
- Trust Accounts
- Legal Machine Transcription
- PC Law
- E-reg Software

Admission Requirements

- Administrative Studies Diploma (or equivalent)
- Grade 12 (or equivalent) or
- Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 12 week program
- 4 hours/week

Acquired Skills

- Completing real estate transactions utilizing E-reg software
- PC Law applications
- Legal documentation
- Legal terminology
- Legal machine transcription

Career Opportunities

- Legal Office Assistant
- Legal Department Clerk
- Real Estate Office Receptionist
- Legal Office Receptionist

Location(s)

Mississauga Campus
190 Robert Speck Parkway
Mississauga, ON L6Z 3K3
Phone: 905•949•9400

Burlington Campus
460 Brant Street Suite 26
Burlington, ON L7R 4B6
Phone: 905•637•3415

Legal Administrative Assistant can be taken as a stand-alone course or in conjunction with the Administrative Studies program

Call Now & Start Your Success Today!