

## LEGAL ADMINISTRATION

(Two Year Post-Secondary Diploma)

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

- Orientation:** Typically, during the last week of August (**Required** for all students).
- Program Dates:** September through April (Year 1 courses); May through August (summer break); September through April (Year 2 courses); May and June (Practicum).
- Scheduled Breaks:** Last week of December and first week of January (two weeks); first week of March (one week). Check your registration for exact dates.
- Post-Graduation Work Permit length:** Up to 3 years for 2 year diploma; up to 8 months for Office Skills certificate.
- Schedule:** Monday to Friday as early as 8:00 a.m. and as late as 6:00 p.m.
- Campus Location:** 1430 Victoria Avenue East, Brandon, Manitoba. See campus information [here](#)

### What You'll Study:

All students will complete a "College Foundations" online course to develop the skills and attitudes of a successful Canadian student and employee.

Year 1: courses in computer software, accounting, communications, mathematics and office procedures.

Year 2: legal terminology and processes in public and private law, and advanced learning in communications, human resources, accounting and computer use.

Develop your skills in Microsoft Office software, customer service and creating documents that legal employers require. Learn how to chair meetings, become proficient in PC law software, and make a professional portfolio.

See course descriptions on the [Legal Administration](#) program page under 'Courses and Costs'.

### How You'll "Learn By Doing"

- Approximately half of your classes will be computer software classes. You will learn word processing, spreadsheet and presentation software and prepare many sample documents and presentations. You will develop your keyboarding speed to 55 words per minute (with a maximum of 3 errors).
- You will need to be very comfortable with the Windows operating system and capable of learning to use **new** software programs and other technology, quickly and correctly. If you have doubts, try quizzes here: <https://www.digitalliteracyassessment.org/> If you have difficulty with these quizzes, Legal Administration may not be a good choice for you.
- You will create and transcribe business and legal documents, including proofreading and correcting your own and other people's errors. You will need good "attention to detail".
- Much of the learning will **not** be "lecture style". You will work on projects, case studies and simulations, often in groups.
- You will research and write term papers.

- You will have site visits to related organizations (and potential employers) like Brandon Police Service, Child and Family Services, Manitoba Courts, the City of Brandon, private legal firms and real estate agencies.
- You will gain real workplace experience during your (unpaid) practicum placement and will have the opportunity to connect with potential employers before you graduate.

### What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions.
  - Ask instructors or advisors for help when you need it, and ask for help early!
  - Purchase all required books and supplies, in time for *first day* of each course.
  - This is a "Bring Your Own Device" program. See information about this [here](#).
  - Work co-operatively in teams and behave respectfully towards all students, staff and partners.
- English only.**
- **No cell phones** during class activity.
  - Practice all skills until you can demonstrate "mastery". Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks.
  - To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
  - All English skills (reading, writing, listening, speaking) are important. Evaluation will include speed timings, tests, group projects, presentations, public events and research papers.
  - Complete all evaluations.
  - **Do your own work.** Cheating, not referencing sources of your ideas, or using other people's work could result in failing grades/suspension.

### How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.

### Job Options for Graduates

- Common careers for graduates of the two year program include work in professional services, legal offices, court systems, law enforcement agencies, city and municipality offices, mortgage companies and real estate agencies. Careers include legal transcriptionist, executive assistant, customer service representative, office manager, legal secretary and records control specialist.
- **Possible** jobs on Manitoba In-Demand Occupations list: [1251 – Court reporters, medical transcriptionists and related occupations](#); [1241 – Administrative assistants](#); [1221 – Administrative officers](#); [0114 – Other administrative services managers](#) ;[1242 – Legal administrative assistants](#)
- If you choose to graduate with only the eight month Office Skills certificate, your job opportunities will be fewer, and *not* focused on legal settings.

**Other Important Information**

**“Co-op work permit”** will be required by Immigration, Refugees and Citizenship Canada before you start the practicum placement. Your letter of acceptance will allow you to apply. Apply for this **early**, as processing time is very long! See IRCC website [here](#).

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