

PROGRAM & CAREER HIGHLIGHTS:

- ✓ **\$30,000 - \$53,000 wage range.**
- ✓ *Use of a laptop computer throughout your program.
Available for purchase at the end of your program for a reduced price.*
- ✓ **Employer site visits.**
- ✓ *Professional Opportunities: Students have found employment working for small & large law firms, corporate legal departments, government offices and in public legal departments.*

Examples of positions graduates of this program can expect to qualify for:

Legal Administrative Assistant, Legal Secretary, Legal Assistant, Receptionist, Office Administrator, Administrative Assistant.

LEGAL ADMINISTRATIVE ASSISTANT

The Legal Administrative Assistant program prepares you to work in an exciting career in Law. You will be introduced to Canadian Law and the legal profession with emphasis on the following legal practices: Corporate & Commercial Law, Wills & Estate Law, Family Law, Civil Litigation and Real Estate Law. Throughout the program you will develop skills in Legal Terminology, Billing & Office procedures and Computer Skills.

WINNIPEG CAMPUS

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PROGRAM OUTLINE - 31 WEEKS

BUSINESS COMMUNICATION	You will learn to apply writing skills to a variety of documents such as letters, reports and resumes. Topics in the course will cover contemporary business communication issues including internet and email communication, diversity and ethics.
CIVIL LITIGATION	You will be introduced to the theory of civil litigation, applicable court structure, legal terminology, procedural routes, litigation and applicable documentation.
COMPUTER FUNDAMENTALS	This course introduces you to the basics of computers in a Windows 7 environment.
CORPORATE AND COMMERCIAL LAW	Fundamental theory with respect to corporate structures and preparation of incorporation documentation will be covered.
CUSTOMER SERVICE	Throughout this course you will learn what defines customer service, the challenges of customer service, problem solving skills, fundamental abilities and strategies to form a plan of success in implementing customer service.
FAMILY LAW	A theoretical and practical look at Canadian Domestic Law, relevant statutes and case law will be covered. Preparation of applicable documents will help you apply the theories taught in class.
KEYBOARDING	You will learn proper keyboarding skills in this course. The course focuses on formatting skills and increasing keyboarding speed and accuracy.
LEGAL FUNDAMENTALS & TERMINOLOGY	Introduction to legal terminology principles of Canadian Law, criminal and civil law, and litigation procedures.
LEGAL OFFICE PROCEDURES AND PRECEDENT BINDER	You will be introduced to what's involved in a career as a Legal Administrative Assistant. Topics such as human relations, time, work and resource management, organization structure and office layout; office technology; front-line reception; aspects of business communication specific to the office professional; office commerce and record keeping; and professional development. As well, you will learn how to complete the Precedent Binder.
LEGAL TRANSCRIPTION	Dictaphone and transcription skills will be taught in this course through practical application of these skills.
MICROSOFT ACCESS	You will be introduced to the operations of Microsoft Access. Microsoft Access is a database application that many companies use. You will learn how to use the software for daily tasks and the benefits and advantages of using a relational database in business tasks.
MICROSOFT EXCEL	Using Microsoft Excel, you will gain skills to use the program confidently. Some of the topics that will be covered are how to insert and format tables, sort and filter data in spreadsheets, create charts and illustrations and save data in specified formats.
MICROSOFT POWERPOINT	In this course, you will discover how to create a new presentation in the PowerPoint environment. You will learn how to format slides and enhance the visual appeal of the presentation through the use of graphics and objects. In addition, you will learn how to add tables and charts to present data in a structured form.

MICROSOFT WORD	Building on the skills learned in Computer Fundamentals, you will create, edit, and improve standard business documents using Microsoft Word.
REAL ESTATE & CONVEYANCING	Issues and procedures involved in Property Transfer, Offers to Purchase, Mortgages, Transfers of Land and Statement of Adjustments will be covered in this course.
SALES & MARKETING	You will gain an understanding of the basics of marketing and sales skills that are required by employers for success in today's competitive, ever changing Marketplace.
WILLS AND ESTATES	In this course you will learn the theory and procedures required to probate Wills and Estates.
EMPLOYMENT SKILLS	This course is designed around group activities to develop job-hunting techniques, to identify marketable education, training, and skills, and to recognize the uniqueness of your strengths. The course stresses assertiveness, the success of past students, and various strategies to reveal the hidden job market. You develop your own personal character profile and skills inventory to assist in marketing yourself through the use of covering letters and resumes. You will participate in mock interviews to evaluate your readiness for the job market.
INDUSTRY PRACTICUM	A four week practicum is included in this program. This practicum will give you a chance to put your newly acquired skills to work in a "real-world" environment while gaining valuable experience.
STUDY SKILLS FOR COLLEGE STUDENTS WORKSHOP	This three hour workshop introduces students to strategies to be successful in their program and beyond. The following topics will be covered: Reading Strategies, Test-taking Strategies, Good Study Habits, Study Groups & Learning Styles, Self evaluation & creating a personal study plan

date //

time //

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