



CREDENTIAL
Ontario College Diploma

PROGRAM CODE
0242

AREA OF INTEREST
Business

LOCATION
Distance Education

DURATION
2 -year

Overview

This two-year Diploma program will develop the administrative and technological skills you will need in order to meet the demands of the current and emerging Business legal environment. Students will acquire a knowledge of managing administrative tasks efficiently, coordinating communication flow, providing technological support, and maintaining secure records management systems. Areas of study include corporate, civil, family, real estate and wills and estates law.



Top Highlights

- Develop advanced administrative skills for the legal environment.
- Common semester 1 and 2 with the Office Administration – General program



Employment Opportunities

Graduates of the program can explore the following career options:

- Executive assistant
- Administrative assistant
- Office coordinator
- Legal secretary



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confederationcollege.ca/adminlegal

This is **LEARNING**



Office Administration - Legal

Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels with Grade 12 English (C/U) Level.
- or successful completion of the Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance (ACE) program.

Courses Recommended

- Grade 11 College Preparation Mathematics.

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or General Arts and Science Diploma programs or Academic and Career Entrance (ACE); students who successfully complete one of these programs would be eligible to apply to programs in the Business, Hospitality & Tourism and Media Arts areas.

First Semester

OL 054 Computer Keyboarding Skills I
OL 257 Communication I
OL 370 Word Core
OL 612 Business Math
OL 700 Computers 1 - An Intro
OL 702 Excel - Core
OL 826 Outlook

Second Semester

OL 011 Access Core
OL 090 Accounting Basics I
OL 120 Office Technology and Procedures
OL 335 Organizational Business Communications
OL 704 MS Power Point
OL 976 Customer Service & Ethics

Third Semester

OL 295 Intro to the Legal Environment
OL 321 Litigation/Small Claims/Family/
Criminal Law Procedures
OL 324 Wills & Estates Law Procedures
OL 336 Corporate Law Procedures
OL 353 Real Estate Procedures
GE Elective
GE Elective
OL 131 Legal Office Procedures

Fourth Semester

OL 296 Legal Transcription
OL 297 Legal Accounting Procedures
OL 310 Litigation/Small Claims/Family/
Criminal Law Applied
OL 322 Wills and Estates Law Applied
OL 326 Corporate Law Applied
OL 349 Real Estate Applied
GE Elective



Have questions? Want to apply?
Contact recruitment@confederationcollege.ca

