OFFICE ADMINISTRATION – LEGAL (LES)

About the Program

This twelve-month, flexible (http://www.youtube.com/watch/?v=7Ne0Q8j1OGc), diploma program will enable you to acquire the relevant administrative and technological skills to meet the demands of the current and emerging legal office environment. Through practical, hands-on training you will acquire a knowledge of legal office procedures, document production, specialized legal software, professionalism and ethics. Areas of study include litigation, family, corporate, real estate and estate law.

In three consecutive semesters, you will acquire the skills and knowledge usually offered in a four-semester program. This format allows you to complete the program and access the job market at a non-traditional time. Fluency in English, verbal and written, is critical to your success in the program and the legal environment, and there is a strong focus on communicating effectively from the beginning of your program to graduation.

After successful completion of this diploma, you are eligible for admission to the Law Clerk (Accelerated) (https://www.senecapolytechnic.ca/programs/fulltime/LCKA.html) program.

Required Keyboarding Speed

You must have a keyboarding speed of 50 words per minute (net) to graduate from this program.

Credential Awarded

Ontario College Diploma

Duration

3 Semesters (12 Months)

Starts

September

Program and Course Delivery

This program is offered in Seneca's flexible delivery format, with some courses delivered online. For courses offered in the flexible delivery format, professors use innovative learning spaces and technology to teach students in a classroom or lab and broadcast in real time to students attending remotely. In flexible courses, students have the choice of coming on campus or learning online.

Skills

Throughout this program you will develop the following skills:

- Familiarity with legal procedures and terminology
- Written communication, drafting and proofreading
- Organization and time management
- Problem-solving
- Proficiency in Microsoft Word and Excel, and specialized legal software

Work Experience

Field Placement

If you meet all the necessary academic requirements, you will be able to participate in an unpaid field placement that will allow you to acquire hands-on experience in a formal legal environment. You may have a shared responsibility for securing a placement. The placement may take place after the third semester of classroom studies, extending the length of the program by one month

Your Career

As a graduate of this program, you may pursue a career as a legal administrative assistant or receptionist in a law firm, government office or corporate legal department.

Affiliations/Associations

Through a partnership with the Association of Administrative Professionals (AAP) (https://canadianadmin.ca/), student members will have access to national and international resources, learning opportunities and up-to-date industry trends. Students and graduates of Seneca's Office Administration programs can choose to develop their careers by pursuing a Canadian Certified Administrative Professional (CCAP) certification through the AAP.

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
BCM111	Business Communications	4
BMA101	Business Math Applications	3
COM101	Communicating Across Contexts	3
or COM111	Communicating Across Contexts (Enriched)	
DPW112	Introduction to Document Production for LES	5
ECS111	Email and Calendaring Software	1
ICP111	Computer Presentation Software	3
LCT501	Law and the Citizen	2
OPR112	Office Procedures	4
Semester 2		
LDP311	Introduction to Legal Document Production	5
LPI311	Introduction to Legal Procedures	4
LPL511	Legal Procedures Litigation	4
SDE311	Spreadsheet Software	4
TRT311	Transcription Techniques	3
plus: General Education Course (2)		6
Semester 3		
CPD501	Career and Professional Development	3
LFP501	Legal Field Placement	1
LPC311	Legal Procedures Corporate	4
LPE512	Legal Procedures: Wills, Estates and Family Law	5
LPR511	Legal Procedures Real Estate	5

| LTR511 | Legal Transcription | 3 |
| plus: General Education Course (1) | | 3 |

Additional

A typing speed of 50 words per minute is required to graduate from this program.

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Apply scheduling, task coordination, and organizational skills to facilitate the completion of tasks and to meet deadlines in the legal environment.
- Establish and maintain data management systems to ensure organized electronic and paper records for the legal environment.
- Coordinate the organizing, processing, and responding to electronic and paper communications to facilitate the flow of information in the legal environment.
- Produce accurate financial records for the legal environment within a specified time frame by compiling information and using appropriate software.
- Produce accurate legal correspondence by a specified deadline using available computer technology as well as applying recording, editing, and language skills.
- Use effective interpersonal skills in the legal environment to assist the completion of individual and team tasks, to ensure effective customer service, and to promote the image of the organization.
- Troubleshoot and show initiative in the creation and production of accurate documentation for civil, corporate, real estate, family, and wills and estates law by a specified deadline using computer technology.
- Provide technical support and training related to computer software to others in the legal environment as required.
- Use the Internet and its tools in a legal environment to enhance communication and business opportunities.
- Demonstrate administrative skills to enhance the effective operation of the workplace.

Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html)
- English: Grade 12 C or U, or equivalent course

Canadian citizens and permanent residents may satisfy the English requirements for this program through successful Seneca pre-admission testing. (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html)

Recommended upgrading for applicants who do not meet academic subject requirements. (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html)

Notes

Although not required for admission, completion of Grade 12 mathematics is recommended for your success in the program.

International Student Information

International admissions requirements vary by program and in addition to English requirements (https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada (senecapolytechnic.ca) (https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html).

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (https://www.senecapolytechnic.ca/pathways.html) web page.