



LEGAL ASSISTANT DIPLOMA

COURSE OVERVIEW.

Legal Assistant program is designed to provide you with a basic understanding of office procedures and to equip you with the skills required to work as a Legal Assistant or to provide administrative support within a legal office.

- + Gain an understanding of Corporate & Commercial Law, Wills & Estates, Real Estate Law, Immigration Law, and Civil Litigation
- + Learn the fundamentals of the Canadian legal system and the terminology used within a legal setting.
- + Gain an understanding of common office procedures as well as procedures specific to a legal office setting.
- + Learn to use a keyboard properly and improve your typing accuracy.
- + Develop your computer skills and learn to use Microsoft Windows applications including Word, Excel, and PowerPoint

ENTRY REQUIREMENTS

- + Live Online or in Person Interview
- + 18 year of age or older
- + An Ontario Secondary School Diploma or equivalent, or Mature Students that pass a Wonderlic Scholastic Level Exam.
- + IELTS of 5.5 or equivalent for Non-native English speakers or successfully pass an Ontario College of Business & Law ESL Basic & ESL
- + Advance with a min. passing grade average of 60%
- + Post-secondary diploma, degree or a certificate from another country is considered an equivalent to an Ontario Secondary School Diploma if assessed at an Ontario OSSD level by a recognized assessment service such as World Education Service at www.wes.org/ca
- + University of Toronto, School of Continuing Studies, Comparative Education Service at www.learn.utoronto.ca/ces
- + International Credential Assessment Service at www.icascanada.ca



PROGRAM
LENGTH

25

WEEKS

500 HOURS



LEARNING OUTCOMES.

AFTER THIS COURSE, YOU WILL BE ABLE TO:

Graduates of the Legal Assistant program will find employment in legal firms, legal departments within corporations, real estate agencies, leasing offices, insurance companies, government departments and municipal, provincial, and federal courts as:

- + Legal Assistant
- + Legal Secretary
- + Judicial Clerk
- + Administrative Assistant
- + Administrative Professional

To help you retain information, you'll learn these topics in small seminar classes, listen to lectures by guest speakers, partake in external competitions and industry visits, present research reports and more.

By enrolling in the course, you will learn from top industry professionals, engage in real world projects with community partners, team up with students from our other programs, network and build connections with hiring partners and build a robust portfolio with tangible results to jumpstart your career.

CONTACT DETAILS.

✉ info@myontariocollege.com

☎ (416) 265-5343

🌐 www.myontariocollege.ca

EARN
BETWEEN
\$18-\$35
CAD/HOUR



LEGAL ASSISTANT DIPLOMA



COURSE DETAILS.

- + Program Code: LA
- + Credential: Ontario College Graduate
- + Diploma Program Type: Diploma program
- + Program Length: 25 weeks / Full Time
- + Program Hours: 500 hrs.
- + Days: Monday to Sunday
- + Class Hours options: Morning / Evening
- + Start Date: Winter, Summer & Fall (Multiple Entry)

TUITION.

- + Tuition Fee: \$19,000
- + International Students: \$2,500
- + Registration Fee: \$500
- + Book Fee: \$1,500

CURRICULUM.

1	Computer Applications	60.00	CA - LA
2	Introduction to Canada's Legal System	40.00	ICLS - LA
3	Legal Research	40.00	LR - LA
4	Family Law	40.00	FL - LA
5	Legal Accounting	40.00	LA - LA
6	Resume and Career Building	20.00	RCB - LA
7	Criminal Law	80.00	CRL - LA
8	Workplace Safety & Insurance Board	40.00	WSIB - LA
9	Provincial Offences	40.00	PO - LA
10	Statutory Accident Benefits	60.00	SAB - LA
11	Legal Ethics	40.00	LE - LA



SETTLEMENT SERVICES.

A SETTLEMENT SERVICE IS ALSO AVAILABLE FOR A FEE:

- + Airport Pick-up
- + Arranging accommodation
- + Assisting in application for Social Insurance Number (SIN Card) – SIN Card enable you to work in Canada during the term of your study
- + Assisting in opening a bank account
- + Media services (introducing internet/cell phone providers)
- + Neighborhood support services (community, religion and social events)
- + All related services to help you settle into the Canadian student culture

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