



**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](https://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](mailto:recruitment@confederationcollege.ca)

