

PILON SCHOOL OF BUSINESS

Office Administration – Legal

Sheridan's Office Administration – Legal program has been developed to give you the most up-to-date legal office skills and knowledge.

93% **Employer Satisfaction***
with the knowledge and skills that our graduates possess.

Ontario College Diploma

Program Code: POFAL

Full-Time | Davis Campus | 2 yrs (4 semesters)

Ontario College Diploma

Program Code: POFCL

Full-Time | Davis Campus | Co-op | 2 yrs (4 semesters)



Be in demand as a legal administrative assistant.

Things you'll learn to do

- Produce accurate court documents.
- Compose routine legal correspondence and legal e-transcripts.
- Apply legal terminology.
- Use the latest software applications specific to the industry.

Co-op experience

Students who are accepted into the co-op program will spend two work terms (a total of eight months) working in a legal office setting. This unique combination of classroom study and on-the-job training will allow you to explore a variety of legal office administration careers, gain work experience, and apply classroom learning to a legal office setting.

Mobile computing gives flexibility

Sheridan's advanced mobile computing teaching environment gives you 24/7 access to the course materials and software applications used in class. Using your personal laptop computer, you can perform class activities, complete assignments, and e-communicate with your professors and classmates. Mobile computing gives you freedom and flexibility that lead to greater learning.

Admission Requirements

Program Eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U) with a minimum 60%
- Minimum 65% overall average.

Or

Mature student status.

Applicant Selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses). Although not a requirement, Grade 12 mathematics or equivalent and basic computer skills are recommended.

Applicants who do not meet the admission requirements for this program will be assessed and advised individually and may be considered for other, related programs.

*Course duration for September starts (non-coop) is 2 academic years. Course duration for January starts is 16 months continuous.

Refer to the website for full admission requirements.

Career Opportunities

As a graduate of Sheridan's Office Administration – Legal program, you'll be ready to begin your career as a legal administrative assistant. Many of our grads also continue their education and advance in their career to become law clerks, paralegals, office managers and senior administrators.

HERE ARE SOME AREAS IN WHICH YOU MIGHT WORK:

Criminal or litigation law administration

Family law administration

Estate administration

Intellectual property law administration

Real estate law administration

Corporate or business law administration

Courses

SOME OF THE COURSES YOU CAN EXPECT TO TAKE IN YOUR PROGRAM

Business Law

Legal Office Procedures

Corporate and Business Law

Litigation

Legal Financial Records

Real Estate Law

Note: See website for specific terms and course listings.

More information



Website:
sheridancollege.ca



Facebook:
facebook.com/sheridaninstitute



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[@sheridancollege](https://twitter.com/sheridancollege)



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