

Legal Administration Diploma Program

Length of course: 9 months



Upon completion of this intense Westervelt program, you'll be a highly-trained legal professional, and a vital member of any legal team. Well versed in all areas of legal terminology and familiar with legal documents, graduates will have the many technical and administrative skills required to function efficiently in any legal employment environment.

"I would definitely recommend the Legal Administration diploma program to anyone. You get all the training necessary for employment and you're out in the workforce in a shorter period of time."

– Bernadette H.

What you'll learn:

- Legal Office Systems
- Real Estate Law I
- Wills & Estates Law I
- Civil Litigation Law I
- Corporate & Commercial Law I
- Family Law I
- Business Law I
- Business Law II
- Legal Machine Transcription
- Integrated Office Systems
- Records Management
- Business Language Fundamentals
- Applied Business Communication I
- Business Mathematics I
- Electronic Communication
- Business Documentation I
- Business Documentation II
- Business Documentation - words per minute
- Career Strategies

Career Opportunities in Legal Administration

PLACES: LAW FIRM • PARALEGAL FIRM • REAL ESTATE OFFICE • BROKERAGE HOUSE • LEGAL DEPARTMENT OF LARGE CORPORATION/TRUST COMPANY • COURT HOUSE • LAND TITLE OFFICE • LEGAL AID • LEGAL SUPPLIER • POLICE DEPARTMENT • FEDERAL/PROVINCIAL/MUNICIPAL GOVERNMENT • INSURANCE OFFICE • FINANCIAL PROCESSING CENTRE • UNDERWRITING SERVICE • PROPERTY MANAGEMENT FIRM • LEGAL PUBLICATIONS INDUSTRY