

## OFFICE ADMINISTRATION - LEGAL

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### Program Outline

<b>Major:</b>	OFAL
<b>Length:</b>	2 Years
<b>Delivery:</b>	4 Semesters
<b>Credential:</b>	Ontario College Diploma
<b>Effective:</b>	2012-2013
<b>Location:</b>	Barrie
<b>Start:</b>	Fall (Barrie)

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### Description

This program prepares graduates to assume responsibility for assisting in legal and paralegal organizations. Graduates will be capable, after experience, of specializing in conveyancing, litigation, family, estate and corporate practice with a law firm, or assuming office administration duties in a paralegal or business setting. Industry trends and requirements are continually monitored to ensure curriculum remains current and relevant. Students in the Office Administration - Legal Program are offered the opportunity for office experience within the community.

### Career Opportunities

Graduates from this program are employed in law and paralegal offices, and with legal departments of insurance firms, financial institutions, industry, trust companies, provincial and federal ministries, municipal offices, the courts and general offices.

### Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- apply management and organizational skills to facilitate the completion of tasks and meet deadlines in the workplace;
- assess, establish, organize, process, maintain and respond to electronic and paper communications/records to facilitate the flow of information;
- apply a variety of mathematical and estimating techniques accurately for legal documentation;

- produce accurate financial records within a specified time frame, by compiling information and using appropriate software;
- apply basic principles of accounting to business management;
- use effective communication, problem-solving and interpersonal skills to assist with the completion of individual and team tasks and promote the image of the organization;
- manage projects by locating, analyzing, organizing, and summarizing information using appropriate resources and technology;
- communicate clearly, concisely, and correctly in the form that fulfils the purpose and meets the needs of audiences;
- use critical thinking and problem-solving skills in a multi-tasking environment;
- participate in society as an informed and understanding citizen pursuing an enriched personal life and professional growth through self-directed career planning and life-long learning;
- be aware of cultural and ethical issues that may arise in any business environment;
- understand fully the concepts of commonly used business computer applications such as word processing, desktop publishing/graphics, spreadsheets, databases, presentations, groupware, E-mail, and Internet;
- use legal terminology and apply recording, transcription, and language skills to produce accurate legal correspondence and material by a specified deadline, using computer technology;
- produce accurate legal documentation for civil litigation, corporate, conveyancing, family, and estate law using appropriate legal software, procedures, and file management;
- troubleshoot, diagnose and solve basic hardware/software problems.

### **The Program Progression:**

Fall Intake - Barrie

Sem 1		Sem 2		Sem 3		Sem 4
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Fall		Winter		Fall		Winter
2012		2013		2013		2014

### **Articulation:**

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional

information can be found on our website at  
<http://www.georgianc.on.ca/academics/articulations/>

**Admission Requirements:**

Applicants must meet ONE of the following requirements to be eligible for admission to this program:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U). Also recommended: any Grade 12 College Mathematics (MAP 4C or MCT 4C), or any Grade 12 University Mathematics.

- Academic and Career Entrance Certificate (ACE) program with: Communications

- Ontario High School Equivalency Certificate (GED)

- Mature applicant with standing in the required courses and/or mature student testing that meets the minimum standards for admission

Applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Each applicant will be considered on an individual basis and acceptance will be determined by counselling, Communication Placement Assessment (CPA), previous post-secondary education and evaluation of experience. Some programs also have specific prerequisite requirements that must be met prior to admission. Mature applicants must meet all program specific prerequisites. Those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

**Graduation Requirements:**

19 Mandatory Courses

2 Communications Courses

3 General Education Courses

**Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, from year to year and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester.

**Mandatory Courses**

COMP1012 Computer Business Documentation

COMP1013 Advanced Computer Business Documentation  
 COMP1048 Introduction to Keyboarding  
 COMP2026 Integrated Office Simulations  
 COMP2027 Computerized Administrative Simulations  
 MATH1004 Mathematics for the Office Professional  
 OFAD1001 Office Procedures and Strategies  
 OFAD1003 Multi-Media Language Processing  
 OFAD1004 Introduction to Legal Office Administration  
 OFAD1007 Spreadsheet and Presentation Applications  
 OFAD1008 Word Processing and Database Applications  
 OFAD2007 Civil Litigation Procedures and Documents  
 OFAD2009 Legal Terminology and Transcription  
 OFAD2012 Wills and Estate Administration  
 OFAD2013 Family Law Procedures and Documentation  
 OFAD2014 Bookkeeping for the Office Professional  
 OFAD2015 Administrative Support and Records Management  
 OFAD2016 Conveyancing and Commercial Transactions  
 OFAD2017 Corporate Transactions

#### Communications Courses

To be selected at time of registration from the College list, as determined by testing.

#### General Education Courses

To be selected from College list

#### **Course Descriptions:**

COMP1012 Computer Business Documentation 42.0 Hours

This course is designed to develop skills in word processing and document design and formatting. Emphasis is placed on accuracy and efficiency. Keyboarding skill using the correct touch technique is highly recommended.

COMP1013 Advanced Computer Business Documentation 42.0 Hours

This course provides further development of touch keyboarding techniques as well as advanced skills in business formatting and documentation. Emphasis is placed on the efficient production of business applications, using advanced features of current word processing software. The minimum keyboarding speed in this course is 45 net words per minute.

P- COMP1012 Computer Business Documentation and P- COMP1048 Introduction to Keyboarding

COMP1048 Introduction to Keyboarding 42.0 Hours

This course is designed to build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

**COMP2026 Integrated Office Simulations 42.0 Hours**

This course provides the opportunity to work in a team and independently in order to organize and produce multi-task projects. Emphasis will be placed on self-directed research to assess the most appropriate software and software functions in order to complete a job. The minimum keyboarding speed for this course is 50 net words per minute.

P- COMP1013 Advanced Computer Business Documentation or P- CSC2292 Advanced Micro Business Doc.

**COMP2027 Computerized Administrative Simulations 42.0 Hours**

This course provides the student with integrated administrative simulations designed to build skills in the areas of information management, computer software, problem solving, decision making, communications, and teamwork. Simulation projects are based on actual office situations that utilize the skills necessary to perform in today's workplace. The minimum keyboarding speed in this course is 60 net words per minute.

P- COMP2026 Integrated Office Simulations or P- CSC2176 Integrated Office Simulations

**MATH1004 Mathematics for the Office Professional 42.0 Hours**

This course introduces students to the mathematical concepts and formulas commonly used by office administrators in a business environment.

**OFAD1001 Office Procedures and Strategies 42.0 Hours**

This course introduces current office procedures necessary to perform administrative support functions as well as an opportunity to develop learning strategies that will prepare the student to confront academic, personal, and career challenges. A combination of practical tasks and processes provides a solid foundation for those entering administrative careers.

**OFAD1003 Multi-Media Language Processing 42.0 Hours**

This course provides the development of skills needed to transcribe a variety of dictated material to mailable office standards within prescribed time limits using digital transcribers, CD ROMs and current word processing software. Business vocabulary from a variety of employment areas is introduced. Grammar rules, spelling, keyboarding, and language skills are integral components of this course.

P- COMP1048 Introduction to Keyboarding

**OFAD1004 Introduction to Legal Office Administration 42.0 Hours**

This course introduces the student to basic routines, procedures, documentation, law and terminology common to the legal field. Generic and process skills are developed within a situational learning environment. An overview of the various areas of the law is

presented with emphasis on material common to all areas. Current social/legal issues are examined and discussed both individually and within groups.

#### OFAD1007 Spreadsheet and Presentation Applications 42.0 Hours

This course provides the development of spreadsheet and presentation design skills. Students will learn how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries will be explored including IF analysis. Learners will work with multiple worksheets and workbooks. Students will use presentation software to prepare professional looking presentations.

#### OFAD1008 Word Processing and Database Applications 42.0 Hours

This course is designed for the development of word processing and database skills. Students will use word processing software to create, enhance, and format documents. Using database software students will plan, create, update and maintain database structures.

#### OFAD2007 Civil Litigation Procedures and Documents 42.0 Hours

This course introduces the student to the Ontario court structure, procedures and the understanding and preparation of legal documentation in the area of Civil Litigation. Generic and process skills are integrated with curriculum content and the situational learning environment. The student will apply appropriate and effective organizational, interpersonal, and computer skills to facilitate completion of individual and team tasks.

#### OFAD2009 Legal Terminology and Transcription 42.0 Hours

This course introduces legal terminology and usage in the areas of conveyancing, corporate, estate, civil litigation, and family law. Utilizing keyboarding skills, computer and legal software, students transcribe and edit taped and rough draft legal material using correct formats and English grammar. Effective proofreading techniques and dictionary and reference interpretation skills are applied.

P- OFAD1003 Multi-Media Language Processing

#### OFAD2012 Wills and Estate Administration 42.0 Hours

This course introduces students to laws, statutes, cases and forms of wills. The implications of the Family Law Act, Succession Law Reform Act, trusts, pensions, guardianship, bequests, joint ownership, proper execution will be researched and analyzed. Course content encompasses listing debts and assets, court applications, and transferring of bequests. Case studies include distribution under intestacies.

(P- OFAD1004 Introduction to Legal Office Administration or P- OFA2102 Intro To Legal Office Admin) and (P- OFAD2008 Conveyancing / Corp Procedures or P- OFAD2016 Conveyancing and Commercial Transactions or P- OFA2109 Conveyancing & Corp Procedures) and (P- OFAD2007 Civil Litigation Procedures and Documents or P- OFA2110 Civil Litigation Proc. & Doc.)

#### OFAD2013 Family Law Procedures and Documentation 42.0 Hours

Under the Family Law Act, Divorce Act, and Rules of Civil Procedure, students prepare domestic contracts, divorce and separation papers, custody and support applications and defences. Procedures required are followed within a file. This course requires computer, numeracy and organizational skills and a sensitivity to spousal and children's rights.

(P- OFAD2007 Civil Litigation Procedures and Documents or P- OFA2110 Civil Litigation Proc. & Doc.)

#### OFAD2014 Bookkeeping for the Office Professional 42.0 Hours

This course introduces basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, involving journals and ledgers to the preparation of financial statements, is covered. The use of appropriate software is also encouraged. It is strongly recommended students have completed MATH1004 - Math for the Office Professional, MATH1002 - Math of Finance, or an equivalent course. In addition, it is recommended students have a good knowledge of spreadsheet software.

#### OFAD2015 Administrative Support and Records Management 42.0 Hours

This course provides the further development of progressive business practices necessary for entry into today's workplace. Emphasis is placed on business travel; international customs; meetings and conferences; reference resources; office communication; and records management, both paper based and electronic. Students will develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

#### OFAD2016 Conveyancing and Commercial Transactions 42.0 Hours

This course covers the basic laws, procedures, and preparation of conveyancing and commercial transaction documentation, correspondence, and memoranda. This will include knowledge of Ontario's registration system, searching title, and ownership of real and personal property. The student will take transactions from beginning documentation to closing including final reports and accounts. Students will work in a partnership environment to facilitate the completion of the transactions. Portfolio development is an integral part of this course.

#### OFAD2017 Corporate Transactions 42.0 Hours

This course covers the basic laws, procedures, and preparation of corporate documentation, correspondence, and memoranda. This includes knowledge of Ontario's corporate structure and ownership.

P- OFAD1004 Introduction to Legal Office Administration

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.*