

Experienced administrative assistants and graduates of the administrative assistant program learn to adapt administrative skills to work in the legal field by acquiring the skills and knowledge to apply time management principles and set priorities to create, edit, store, and retrieve legal documents and correspondence using computers. Graduates may find employment in a law firm or law-related office. A valid study permit is required as there is a mandatory practicum placement in the program which would require both a study permit and a co-op work permit.

