

Administrative Legal Computer

45 Weeks
1080 Hours



Discovering Computers

Concepts for a Digital World (90 Hours)

This module explains why computers are important, in legal business and in today's society. Introducing students to application software, hardware, and the internet, this module provides a firm foundation for future research in legal articles, and effective understanding of computer components.

OR choose

Keys to Success (90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

Windows (30 Hours)

This Windows module will help learners to better organize files, manage computer security, and share information. Use real-world examples and procedures to become a skilled operating system user. Customize desktops, install hardware and software, and perform advanced searches.

Discovering the Internet (98 Hours)

This module focuses on emailing and communicating with fellow co-workers in the office and customers around the world. You can search for legal articles, law office addresses, legal case studies, and laws of different countries. Learn the fundamentals of browser usage, e-mail, and search engines.

Microsoft Word (145 Hours)

Create documents, research papers, form letters, and newsletters as well as newer features like *Smart Tags* and *Send for Review*. Word is making it easier to create, review, and publish important documents. Properly written and prepared documentation is primary in the legal office. Share documents in print, through e-mail, and on the Web.

Microsoft Access (230 Hours)

Students design, create, maintain, and query their clients with appropriate criteria, and develop a database to best meet their needs. Use special features, design custom forms and professional-looking reports, and create a switchboard system for your database.

Microsoft PowerPoint (50 Hours)

Microsoft PowerPoint is a complete presentation graphics program, and helps create slide presentations using graphics, text, images, movies, audio, and organization charts. These are great to show clients and customers and for demonstrations.

All About Law (250 Hours)

Students develop legal knowledge, research skills, and an understanding of the Canadian Legal system. Review and analyze recent case studies tried in courts and apply the law that relates to each case.

Legal Procedures For the Canadian Office (187 Hours)

With this practical program, students learn how to administer and manage a legal office. Examine client information, schedule activities, develop telephone techniques, control correspondence and manage records. Students also prepare documentation pertaining to wills and estates, civil law, family law, personal and real property, and criminal law.

I Love That I Took *This Course*

“After I graduated it took me 2 weeks to find a job... I actually had a choice of which job to take and not the first one that said they wanted me. It was great.

I laughed when I first started my job because I had my own office and name plaque. I am accustomed to name-tag kind of jobs. I love that I took this course... For once I don't have to work more than one job just to survive in life. ”

Crystal Strong
HomeEd Graduate, 2006
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