Office Administration – Legal

Ontario College Diploma (328)

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MOHAWK OFFICE ADMINISTRATION – LEGAL PROGRAM PROVIDES A STEPPING STONE TO FURTHERING YOUR EDUCATION AND OPENS THE GATEWAY TO A REWARDING CAREER.

A Closer Look

Students in Mohawk's Office Administration - Legal program will learn about real estate law, litigation procedures, family law, wills and estates, and corporate law. Degree transfer opportunities available for Bachelor of Professional Arts in Governance, Law and Management.

Program Highlights

- Learn about real estate law, litigation procedures, family law, wills and estates, and corporate law
- Prepare legal documents, correspondence, accounts, and memoranda using a variety of computer applications and specialized legal software
- Develop professionalism, effective handling of confidential information and client files, and advanced administrative skills for the legal environment
- Experience guest speakers from the local legal community, networking opportunities, and practice interviews
- Benefit from career-related class materials and resources
- Prepare for future education and career opportunities in the legal field, such as court reporters, law clerks, paralegals, office managers, administrators, and corporate trainers
- Participate in a two-week program-related work placement in the legal community
- Degree transfer opportunities available

Career Opportunities for Office Administration – Legal Graduates

The Office Administration – Legal Certificate program can lead to exciting career opportunities. Legal office administration careers may involve the following:

Industries of Employment:

- Law Firms
- Government Offices
- Judicial System and Court Offices
- Title Insurance Corporations
- Property Management Companies
- Legal Departments in Business and Industry

Occupational Categories:

- Administrative Assistants
- Legal Secretaries
- Legal Support Staff

Program of Studies

Semester 1			
Course #	**Course Title**	**Hrs/Week**	**Total Hours**
FINC 10032	Financial Foundations	4.00	56.00
INFO 10205	Word Concepts	5.00	70.00
INFO 10206	Digital Communications	3.00	42.00
KEYB 10008	Keyboarding	2.00	28.00
OADM 10019	Professional Administrative Skills	4.00	56.00
Options Group(1): Select 1			
COMM 11040	Communication D	4.00	56.00
COMM LL041	Communication	3.00	42.00

Semester 2			
Course #	**Course Title**	**Hrs/Week**	**Total Hours**
HRES CB172	Human Resources	3.00	42.00
INFO 10207	Managing Electronic Data	4.00	56.00
INFO 10208	Presentation Skills	4.00	56.00
INFO 10209	Document Production	4.00	56.00
OPELXXXXX	General Education 1 Option Table	3.00	42.00

Semester 3			
Course #	**Course Title**	**Hrs/Week**	**Total Hours**
LAWS 10180	Legal Administrative Skills and Procedures	5.00	70.00
LAWS OA313	Real Estate 1	4.00	56.00
LAWS OA315	Litigation 1	4.00	56.00
LAWS OA319	Corporate Law Procedures	3.00	42.00
OPEL XXXXZ	General Education 2 Option Table	3.00	42.00
Semester 4			
Course #	**Course Title**	**Hrs/Week**	**Total Hours**
LAWS 10181	Real Estate 2	4.00	48.00
LAWS 10182	Litigation 2	4.00	48.00
LAWS 10183	Family Law Procedures	4.00	48.00
LAWS 10184	Legal Office Career Preparation	3.00	36.00
LAWS OA318	Wills & Estates	3.00	36.00
WORK OA993	Work Experience - Legal	37.50	75.00

Course Descriptions

Semester 1

FINC 10033 Financial Foundations

Apply basic mathematical concepts relevant in business practice. Demonstrate fundamental bookkeeping and accounting skills using an accounting software.

INFO 10205 Word Concepts

Produce documents using a variety of features in Microsoft Word. Demonstrate proper keyboarding techniques related to speed and accuracy.

INFO 10206 Digital Communications

Explore a variety of digital techniques for research and communication. Illustrate communication skills using Outlook software and social media.

KEYB 10008 Keyboarding

Achieve a minimum speed of 35 Net Words Per Minute (NWPM) with an accuracy rate of 5 mistakes or fewer on a five-minute timed writing using keyboarding software applications.

OADM 10019 Professional Administrative Skills

Identify the skills required of an administrative professional. Apply these administrative skills to a variety of situations.

Options Group (1): Select 1

COMM 11040 Communication D

Communication is an introductory college level English course. Through a variety of assignments, successful students in this course will develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students with basic skills to college level foundational skills.

COMM LL041 Communication

Communication is an introductory college level English course. Students exiting this course will demonstrate competence in grammar, sentence structure, and writing skills. Successful students in this course will develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students to college level foundation skills.

Semester 2

HRES CB172 Human Relations

Develop interpersonal skills to successfully function in the workplace and the community. Investigate personal growth and development related to basic behaviour concepts. Analyze a variety of interpersonal behaviour concepts.

INFO 10207 Managing Electronic Data

Demonstrate data and records management using Microsoft Excel and Access software.

INFO 10208 Presentation Skills

Use a variety of presentation and desktop publishing software to create and deliver effective business presentations.

INFO 10209 Document Production

Create professional business documents using Word concepts, advanced features and simulations. Demonstrate proper keyboarding techniques related to improved speed and accuracy.

OPELXXXXX General Education 1 Option Table

Semester 3

Laws 10180 Legal Administrative Skills and Procedures

Create professionally formatted legal documentation and correspondence using technology, software, digital transcription equipment, skills, and techniques required to operate in a contemporary legal environment. Create financial documents for time billing, legal expenditures, and client billing using PC Law Software.

LAWS OA313 Real Estate 1

Create and produce accurate and professionally formatted selected real estate law documentation and correspondence using computer technology, specialized legal software, and appropriate procedures and administrative skills for sale transactions and discharge of mortgage/charge transactions by specified deadlines.

LAWS OA315 Litigation 1

Create and produce accurate and professionally formatted selected litigation documentation, correspondence, and pleadings using computer technology, digital transcription, specialized legal software, and appropriate procedures and administrative skills for the initial stages of civil legal proceedings and motions.

LAWS OA319 Corporate Law Procedures

Create and produce accurate and professionally formatted selected corporate law documentation and correspondence using computer technology and appropriate procedures and administrative skills for unincorporated and incorporated forms of business organizations in Ontario.

OPELL XXXXZ General Education 2 Option Table

Semester 4

LAWS 10181 Real Estate 2

Create and produce accurate and professionally formatted selected real estate law documentation and correspondence using computer technology, specialized legal software, and appropriate procedures and administrative skills for residential condominium units and for purchase transactions involving amortized charges/mortgages by specified deadlines.

LAWS 10182 Litigation 2

Create and produce accurate and professionally formatted selected litigation documentation, correspondence, and pleadings using computer technology, digital transcription, specialized legal software, and appropriate procedures and administrative skills for the discovery, pre-trial, and trial stages of civil legal proceedings, for Small Claims Court actions, and for the disposition of civil legal actions without trial.

LAWS 10183 Family Law Procedures

Create and produce accurate and professionally formatted selected family law documentation, correspondence and pleadings using computer technology, digital transcription, specialized legal software, and appropriate procedures and administrative skills for domestic contracts, divorce proceedings, and family law proceedings not involving divorce.

LAWS 10184 Legal Office Career Preparation

Use effective administrative, time management, communication, and interpersonal skills to prepare for employment in a contemporary legal environment.

LAWS OA318 Wills & Estates

Create and produce accurate and professionally formatted selected estate documentation, correspondence, and pleadings using computer technology, digital transcription, and appropriate procedures and administrative skills for powers of attorney, wills, and testate and intestate estate applications.

WORK OA993 Work Experience – Legal

In a competency-based environment, students will be given the opportunity to work within their chosen field. This course will allow students to utilize the practical and theoretical training gained throughout their program of studies. Students will be required to meet academic eligibility requirements prior to participating in work experience and will also be required to complete an evaluation and written component in order to achieve a passing grade of "R" (requirements met).

Charter of Expectations

The McKeil School of Business strives to maintain standards of excellence as a community committed to personal development. Every student and employee of the College is to provide and maintain an environment conducive to learning and working, in which all individuals are treated with respect and dignity. The McKeil School of Business has set standards to promote positive student conduct which are structured around, but not necessarily limited to, the following principles:

Professionalism:
We expect students to:
- Adopt an attitude of professionalism that will promote a sense of pride in our community.
- Strive to maintain an environment in which proper language without profanity is used.
- Demonstrate integrity, responsibility, honesty, respect and enthusiasm.
- Maintain an environment free from harassment, discrimination and disruptive behaviour.

Honesty and Integrity:
We dedicate ourselves to upholding the reputation and honour of our role in education. We expect students to understand the following:
- All individual evaluations must be the result of the student's own work and not that of others.
- Academic dishonesty is a serious offense and subject to the Academic Honesty policy.
- E-Learn, MoCoMotion and all computer accounts must be kept confidential. All inappropriate activity that comes from the student's accounts will be associated with that student and they can be held accountable.
- Reasons for missing assignments, projects, deadlines, tests, or exams must be legitimate and formally documented to the satisfaction of individual faculty members.
- Forms of academic dishonesty include, but are not limited to the following:
  o Possession or use of unauthorized material
  o Copying from other students' work
  o Direct use or paraphrasing of material without acknowledgement of its source
  o Falsifying data Copyright infringement, such as using unlawfully downloaded or photocopied materials
  o Submitting individual work that has been done by someone else, whether in whole or in part
  o Making material available for others to submit as their own work
  o Submitting for credit any academic work for which credit has been previously obtained or is being sought in another course.
  All of the above are subject to the penalties outlined in the Academic Honesty policy

Responsibility:
As a member of the McKeil School of Business, the student is accountable for actions both in and out of class. These actions include but are not limited to the following:
- Reviewing the course outline and learning plan for course expectations including evaluation criteria.
- Attend classes prepared with assigned readings and homework completed.
- Preparing for classes by completing assignments such as readings and homework.
- Informing professors of CAAP's prior to class times, especially if a CAAP requires in-class support.
- Scheduling personal appointments and work schedules outside of school hours.

- Scheduling group meetings in a mutually convenient manner.
- Working in a productive manner with group members.
- Completing and submitting assignments, reports, and projects on time.
- Keep a backup copy of all individual and group assignments.

As a member of Mohawk College, the student shall not in any way abuse other students, college employees or guests of the college. Abusive communication means any unwelcome words or images received or distributed in person or by any communication medium, including social media, that intimidate, disparage or cause humiliation, offence or embarrassment to a person.

Faculty Contact:
McKeil School of Business faculty may be contacted by e-mail, or by phone. If leaving a voice mail message, please speak slowly and clearly include your full name, student number, and course code, reason for the call and how you can be contacted. If you choose to e-mail the professor, you must use your Mohawk College e-mail account and clearly include your full name, student number, course code and reason for the e-mail.

Tests and Evaluations:
All references to test(s) should be understood to mean test(s), quizzes, exam(s) or in-class assessment(s).

- It is the student's responsibility to be available for all tests at their scheduled time – including those scheduled during exam week(s). It is the student's responsibility to notify the course professor by telephone and/or e-mail prior to the start of the test if he/she cannot be present for any reason. If a student misses a test without contacting the professor _BEFORE_ the test takes place, he/she will receive a grade of zero for that test.

- The student will be required to provide documentation, such as a medical note or accident report, validating the reason for missing the test. Medical notes must specifically state that you were unable to write the test on the specific date.

A student has a right to view her/his final test or exam with the professor within ten (10) working days of the grade being posted and should make these arrangements with the professor directly.

Test Protocol:
- Students must arrive 10 minutes prior to all tests.
- Students arriving less than 30 minutes late for a test will be allowed to write the test, but they have lost the time that they have missed.
- Students will not be permitted to enter a testing room if they are 30 minutes late and will receive a grade of zero unless relevant documentation is provided.
- Students will not be permitted to leave within the first thirty 30 minutes of a test.
- Students who request to leave the test at any point during the scheduled test will not be able to return unless permission has been granted by the professor.
- The use of aids, such as electronic devices, dictionaries, and translators during a test must be approved by a professor prior to the test.
- Students must place their personal belongings at the front or side of the test room.
- Students must place their Mohawk Identification Card in front of them on the desk throughout the test period for identification purposes.

- While waiting outside a test room, students should be respectful and considerate of others who are still writing the test.
- Students will not be permitted to talk or make unnecessary noise at any point during the test.

Compliance:
Individual faculty members are charged with the responsibility of dealing with infractions of the Charter of Expectations. Disciplinary measures may include, but not be limited to, any of the following:
- Verbal warning
- Written warning
- Deductions from the student's class mark
- Ejection from the class, course, program, or College

Blended Learning:
In the blended delivery model, students commit to both face-to-face classroom instruction and active learning outside the classroom. The student is expected to be fully prepared for face-to-face classes by completing self-study activities such as:
- Required readings
- Pre-class deliverables
- Supplementary learning resources such as videos, games or simulations
- On-line discussions through Discussion Boards
- On-line activities
- Group work

Group work:
In courses involving group work, students MUST PASS the individual component of the course in order to receive a passing grade. If he/she does not pass the individual component, he/she will receive the grade for the individual component ONLY as their final grade. Students must be aware that as members of a group they are collectively and individually responsible for all work submitted.

Placements:
For programs where there are unpaid work-term placements, the student must meet the academic requirements of the program before they are allowed to participate in the work placement. All placements are at the discretion of the Associate Dean and/or Program Coordinator.

Program of Studies and Graduation
For each program, the College defines a Program of Studies which lists courses, sorted by semester, that provide a continuum of learning from basic to more complex levels. Programs of Studies are reviewed annually and changes made where necessary. Each new intake of students is associated with the most current version of the program, which is indicated by the year.

Students are responsible to apply to graduate for the next upcoming convocation ceremony during the semester he/she is completing the final courses of the program.

References:

Mohawk College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.

For the most up-to-date information on the following policies and procedures, please consult the Mohawk College website.

Policies and Procedures that relate to academic issues:

- Academic Appeal Policy
- Academic Honesty Policy
- Human Rights Policy
- Information Technology - Use and Security Policy
- Student Behaviour Policy
- Program Promotion and Graduation Requirements
- Student Complaint Procedure
- Violence Prevention & Protection Policy
- Academic Accommodation for Students with Disabilities

Promotion Guidelines

Plan Ahead! Determine your Goals!

Effective Fall 2009, Mohawk College introduced changes to promotion and grading. The new passing grade for a course is 50%. **For any courses taken prior to this date, the passing grade is 60%.**

In addition, in order to be promoted to the next semester (and future semesters) a student must have a WGPA of 60%. Certain courses have pre-requisites for future courses so please refer to your Program of Study.
As well, in order to qualify to graduate from a program a student must have earned a WGPA of 60% overall of the combined courses in the Program of Study.

Summary of Promotion Policy

Weighted GPA	0 Failures	1 Failure	More than one Failure
<50%	Compulsory Withdrawal	Compulsory Withdrawal	Compulsory Withdrawal
>=50% and <60%	Promote with Advice	Promote with Advice	Probation
>=60%	Promote with Good Standing	Promote with Advice	Probation

*Weighted GPA (Grade Point Average) A representation of student achievement that is calculated using the following formula: the sum of the percentage grades multiplies by the credit value and divided by the sum of the credits for the courses taken as defined by the Program of Studies

Promotion Criteria
Students must have a minimum grade of 75% in MATH MA101, and a passing grade in MRKT CB158, ECON EB122, and ACCT CB101 with no more than 1 failure or dropped course.

Academic Year: 2016/2017

Coordinators

Reception (905) 575-2005

If calling from outside the college dial (905) 575-1212 and ask for extension.
If calling within the School of Business student phone please call the 4 digit extension.

Program	Coordinator	Ext.	E-Mail Address
Accounting	Gallagher, Monica	3334	monica.gallagher@mohawkcollege.ca
Advertising & Marketing Communications Management	Grossi, Robin	3050	robin.grossi@mohawkcollege.ca
Business	McTear, Andrew	2273	andrew.mctear@mohawkcollege.ca
Business Administration	Smith, Laurence	2410	laurence.smith@mohawkcollege.ca
Business Analysis	Pegg, Lisa	4024	lisa.pegg@mohawkcollege.ca
Business Financial Services	Iannazzo, Mary	4732	mary.iannazzo@mohawkcollege.ca
Human Resources Management	DiGiovanni, Rocco	3625	rocco.digiovanni@mohawkcollege.ca
Insurance	Bettencourt, Jorge	4457	jorge.bettencourt@mohawkcollege.ca
International Business	TBA		
Marketing	Long, Janice	3652	janice.long3@mohawkcollege.ca
Office Administration – Executive	Mannen, Janet	3034	janet.mannen2@mohawkcollege.ca
Office Administration – First Year Common	D'Angelo, Lori	3249	lori.dangelo@mohawkcollege.ca
Office Administration – General	Cooper, Jane	2005	jane.cooper@mohawkcollege.ca
Office Administration – Legal	Clarke, Jane	3202	jane.clarke@mohawkcollege.ca
Office Administration – Medical	Fisher, Wendy	3066	wendy.fisher@mohawkcollege.ca
Public Relations	Tuck, Tim	3526	tim.tuck@mohawkcollege.ca
Small Business & Entrepreneurship	Sodtka, Melanie	4189	melanie.sodtka@mohawkcollege.ca
Tourism & Travel	Strauch, Ted	3854	edward.strauch@mohawkcollege.ca