



OFFICE ADMINISTRATION DEPARTMENT

*Paralegal Diploma*

The Paralegal Diploma provides in-depth substantive paralegal training. In year 1, students will learn the skills required to assist in the many litigation, corporate, and conveyancing areas of law. Year 1 consists of the Legal Administrative Assistant Corporate/Conveyancing and Legal Administrative Assistant Litigation.

Year 2 will provide students with extensive knowledge in the areas of Tort Law, Contract Law, Law of Evidence, Administrative Law, Intellectual Property Law, etc. Between Years 1 and 2 students have an opportunity to work as assistants to gather more work experience before they delve into the 2nd-year paralegal courses. Students will complete a 12-week practicum at the end of the 2nd year to solidify the skills and concepts learned in the program.

Costs*	Year 1 Litigation	Year 1 Corporate/Conveyancing	Year 2 Paralegal
Tuition	<b>\$2,071</b>	<b>\$2,450</b>	

<p><b>Employment Opportunities</b></p>	<ul style="list-style-type: none"> <li>◁ Law firm, both solicitors and litigation divisions                             <ul style="list-style-type: none"> <li>◁ Wills, Trusts, &amp; Estates</li> <li>◁ Estate Litigation and Civil Litigation</li> <li>◁ Criminal Law</li> <li>◁ Corporate/Business Law, including Commercial Lending</li> <li>◁ Insurance Law</li> <li>◁ Administrative Law</li> <li>◁ Immigration Law</li> <li>◁ Family Law</li> </ul> </li> <li>◁ Contract paralegals (to law firms)</li> <li>◁ Government Offices, including municipal, provincial, and federal</li> <li>◁ In house Corporate Offices, including banks, credit unions, and universities</li> <li>◁ Provincial and Supreme Court</li> <li>◁ Administrative and leadership roles within the law firm</li> </ul>	
<p><b>Onsite Courses Include:</b></p>	<p><b>Year 1 - Litigation Certificate:</b></p> <ul style="list-style-type: none"> <li>◁ LSEC 117 Introduction to Litigation</li> <li>◁ LSEC 101 Advanced Litigation</li> <li>◁ LSEC 112 Family Law</li> <li>◁ LSEC 116 Litigation Legal Office Procedures</li> <li>◁ LSEC 120 Personal Injury</li> <li>◁ LSEC 130 Litigation Law Office Practicum</li> </ul>	<p><b>Year 1 - Corporate/Conveyancing Certificate:</b></p> <ul style="list-style-type: none"> <li>◁ LSEC 140 Introduction to Conveyancing</li> <li>◁ LSEC 141 Advanced Conveyancing</li> <li>◁ LSEC 145 Solicitor Legal Office Procedures</li> <li>◁ LSEC 152 Corporate Law</li> <li>◁ LSEC 160 Wills and Estates</li> <li>◁ LSEC 131 Law Office practicum</li> </ul>
<p><b>Contact Information</b></p>	<p><b>Year 2 Paralegal:</b></p> <ul style="list-style-type: none"> <li>◁ Introduction to Law in Canada</li> <li>◁ Legal Research and Writing</li> <li>◁ Law of Torts</li> <li>◁ Contract Law</li> <li>◁ Law of Evidence</li> <li>◁ Administrative Law</li> </ul>	<ul style="list-style-type: none"> <li>◁ Company Law and Business Organizations</li> <li>◁ Interviewing Clients &amp; Witnesses</li> <li>◁ Intellectual Property Law</li> <li>◁ Family Law</li> <li>◁ Will, Estates, and Probate</li> <li>◁ Information Technology in a Legal Setting</li> <li>◁ Practicum</li> </ul>
	<ul style="list-style-type: none"> <li>◁ Office Administration Department Chair Brenda Ridgeley-Ketchell, MA, BBA Email: <a href="mailto:bridgeley@okanagan.bc.ca">bridgeley@okanagan.bc.ca</a></li> <li>◁ LAA &amp; Paralegal Instructor Terry Becker: <a href="mailto:tbecker@okanagan.bc.ca">tbecker@okanagan.bc.ca</a></li> </ul>	