



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	\$2,071	\$2,450	

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