



## 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.

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

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