



Diploma In Paralegal Studies



STEP TOWARDS A BRIGHTER FUTURE

Description

Paralegals assist lawyers in preparing cases. They also carry out administrative functions, and may on occasion undertake preliminary legal research work, under the supervision of a lawyer. This program will help students discover the challenges offered by a career as a paralegal. It will also provide them with more than just legal facts and theories. Indeed, students will have the opportunity to study substantive, procedural, and paralegal skills courses.

Job Opportunities

This program prepares graduates for careers as:

- Paralegals
- Legal Administrative Assistants

Wages

\$23 – \$27 per hour

Program Admission Requirements

Possess grade 12 education or its equivalent (i.e. secondary school graduation) or mature student status (19 years of age or over), OR

- Possess previous post-secondary education (diploma or degree), and
- Satisfy the English language proficiency requirements by either:
 - Proof of a minimum of three years of formal secondary school education in English language and a good command of the English Language (both orally and in writing),
 - IELTS score of 6.0
 - TOEFL 550 score
 - Any other English language assessment test with equivalent score
 - College's admission test with a minimum score of 60%

Those not meeting the standardized test (IELTS or TOEFL) cut-off mark may be required to take the three-month ESL offered by the College.

Program Duration

1950 hours/74 weeks

Course Outline

Diploma in Paralegal Studies *			
1	GSC185	Orientation to Study	
2	ENG106	Interpersonal Communications Skills	
3	ICT180	Information and Communications Technology	
4	PLA218	Introduction to the Canadian Legal System	
5	PLA221	Law Office Procedures	
6	PLA271	Paralegal Writing	
7	PLA272	Legal Document Drafting	
8	PLA273	Legal Research Methods	
9	PLA352	Torts	
10	LAW254	Business and Corporate Law	
11	PLA355	Real Property	
12	PLA389	Legal Interviewing and Communication	
13	PLA357	Wills, Probate and Estates	
14	PLA364	Insurance Law	
15	PLA380	Contract Law	
16	PLA451	Evidence	
17	PLA452	Issues in Litigation	

18	PLA456	Family Law	
19	PLA466	Criminal Law	
20	PLA467	Intellectual Property	
21	GSC210	Career Development Strategies	
21	DRS500	Directed Research	
22	PLA599	Paralegal Co-op Education	
		Program Contact Hours:	1350
		Co-op Hours:	600

Fee Structure

Tuition Fee	\$15600	Domestic
Application Fee	\$250	
Text Books	\$750	
Course Materials	\$250	
Total	\$16850	
		International
Tuition Fee	\$22425	
Application Fee	\$1000	
Text Books	\$750	
Course Materials	\$250	
Total	\$24425	

This program has been approved by the registrar of the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills and Training.

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PARTNERS WITH



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