



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 	