

LEGAL ASSISTANT - SUSPENDED

School of Business

MacEwan.ca/Legal (<http://MacEwan.ca/Legal>)

Suspended: This program has been replaced with Paralegal Studies. Applications for admission are not being accepted.

This program has been preparing students to work in legal support positions in law offices for almost 40 years. One of the primary objectives of the program is to familiarize students with the legal terms, concepts and documentation used in a legal office. Students learn theory as well as practical and procedural steps in a number of fields, including litigation, real estate, commercial transactions, administration of estates and corporate law. As well, the program introduces students to law office technology and the computer skills necessary for work in a legal environment.

Students come to the Legal Assistant program with an enthusiasm for the law, a drive to learn and a desire to play a key role in the legal process. They graduate with a strong theoretical and practical foundation that allows them to realize that goal.

Students also develop the communication skills – spoken and written – necessary for the law office. During the last term of study, students participate in a five-week field placement, which provides them with valuable practical experience in a legal setting and often leads to permanent employment. The field experience component gives students an opportunity to see first-hand how a law office functions.

If you are unable to attend university full time, the program also offers a part-time evening diploma study option.

Career Potential

While the primary aim of the program is to prepare graduates for work in law offices, many find employment opportunities in government or in the legal departments of large corporations. The program also prepares graduates to work in other settings, such as trust companies and real estate companies. This program is highly respected by the legal community for its ability to adapt to and meet the changing needs of the profession. For this reason, there are excellent career opportunities in Alberta.

Contact Information

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Program of Study

Course	Title	Credits
Year I		
Term I		
ENGL 111	Communications	3
LEGL 110	Introduction to Legal Research	3
LEGL 130	Corporate Procedures	3
LEGL 210	Business Law I	3
OADM 103	Word Processing for Legal Assistants	3
Credits		15
Term II		
LEGL 140	Introduction to the Law Office	3

LEGL 150	Residential Real Estate Transactions	3
LEGL 160	Civil Litigation Procedures I	3
LEGL 170	Technology in the Law Office I	3
LEGL 180	Financial Procedures for the Law Office	3
Credits		15
Year II		
Term III		
LEGL 215	Commercial Transactions	3
LEGL 220	Criminal Law Procedures	3
LEGL 230	Civil Litigation Procedures II	3
LEGL 240	Technology in the Law Office II	3
Elective		3
Credits		15
Term IV		
LEGL 260	Credit and Collection Procedures	3
LEGL 270	Estate Procedures	3
LEGL 280	Family Law Procedures	3
LEGL 290	Law Office Simulation	3
LEGL 295	Legal Fieldwork	3
Credits		15
Total Credits		60

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.