

PARALEGAL STUDIES

School of Business

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

The Paralegal Studies diploma program produces skilled, analytical, and knowledgeable legal professionals, capable of carrying out certain legal tasks in a more independent fashion under the supervision of a lawyer. Students will focus on core legal subject areas such as real estate transactions and corporate procedures but will have greater flexibility to customize their program through their choices of options and electives.

Solid writing and communication skills are critical for work in the legal environment and this program includes an English course that emphasizes writing skills, summarizing and synthesizing written material, as well as grammar and sentence structure.

Graduates of this program are able to use the credit earned in these courses toward any major in the Bachelor of Commerce degree.

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.

Transferability

Internal Opportunities

MacEwan University is committed to providing bridging and laddering opportunities to its certificate and diploma graduates. Graduates of this diploma may be granted up to 60 credits to MacEwan University's Bachelor of Commerce degree and up to 39 credits to the Bachelor of Arts degree. Students are advised to consult a program advisor for specific admission requirements.

External Opportunities

All courses completed for the Paralegal Studies diploma are credit courses and may be transferable individually toward further study at other post-secondary institutions. For current, detailed information on individual course and diploma transferability, refer to the Learner Pathways System at www.transferalberta.ca (<http://www.transferalberta.ca>) or contact the receiving institution directly.

Contact Information

T: 780-497-5162

E: paralegal@macewan.ca

Categories of Admission

Applicants may be admitted to one of the following:

Regular Admission

To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2
3. Three subjects from Group A, B, C or D courses

Notes:

- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission

To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term.

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1
2. Mathematics 30-1 or Mathematics 30-2

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Admission

To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must present a minimum of 18 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale, and must have completed the required core courses listed under the Regular or Mature admission categories.

Additional Admission Criteria

All applicants must meet the following:

1. English Language Proficiency

To be evaluated through the Office of the University Registrar

Applicable to All Admission Categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan

University's academic calendar or online at MacEwan.ca/ELP (<http://MacEwan.ca/ELP>).

Program of Study

Course ID	Course Name	Credits
BUSN 201	Introduction to Sustainable Business	3
ENGL 102	Analysis and Argument	3
LEGL 210	Business Law I	3
LEGL 211	Legal Research and Analysis	3
LEGL 215	Commercial Transactions	3
LEGL 231	Corporate Procedures	3
LEGL 235	Civil Litigation and Dispute Resolution	3
LEGL 250	Real Estate Transactions	3
LEGL 261	Creditor and Debtor Law	3
LEGL 292	Paralegal Studies	3
LEGL 308	Administrative Law and the Regulatory Environment	3
MGMT 107	Business Computing	3
ACCT 311	Introductory Accounting	3
or LEGL 180	Financial Procedures for the Law Office	
Options - Select 9 credits from the following:		9
ECON 101	Introduction to Microeconomics	
ECON 102	Introduction to Macroeconomics	
LEGL 221	Criminal Law	
LEGL 271	Estate Law	
LEGL 281	Family Law	
LEGL 291	Legal Technology for Paralegals	
LEGL 310	International Business Transactions	
LEGL 312	Legal Issues in the Workplace	
LEGL 315	Business Law II	
LEGL 320	Law of Business Organizations	
Open Electives - Select 12 credits		12
Total Credits		60

Course Substitutions

Credit Earned in:	May Be Substituted for Credit in Program Course:
LEGL 108	LEGL 308
LEGL 110	LEGL 211
LEGL 130	LEGL 231
LEGL 140 & LEGL 290 & LEGL 295	LEGL 292
LEGL 150	LEGL 250
LEGL 160 & LEGL 230	LEGL 235
LEGL 180	LEGL 181
LEGL 212	LEGL 312
LEGL 220	LEGL 221
LEGL 260	LEGL 261
LEGL 270	LEGL 271
LEGL 280	LEGL 281