PARALEGAL STUDIES DIPLOMA

Overview

Triffo 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.

Contact Information

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Program Requirements

The following program requirements are needed to complete the credential. Refer to the Student Plan as this plan identifies the usual course schedule.

Complete 60 credits (20 courses) from this list:

Code	Title	Credits
ENGL 102	Analysis and Argument	3
LEGL 116	Legal Computing and Procedures	3
LEGL 180	Financial Procedures for the Law Office	3
or ACCT 212	Introductory Accounting	
LEGL 200	Paralegals and the Legal Environment	3
LEGL 210	Business Law I	3
LEGL 211	Legal Research and Analysis	3
LEGL 216	Legal Drafting and Information Management Procedures	3
LEGL 221	Criminal Law	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 271	Estate Law	3
LEGL 281	Family Law	3
LEGL 299	Paralegal Studies Practicum	3
LEGL 308	Administrative Law and the Regulatory Environment	3
Open Electives: Complete four courses from any subject including senior-level LEGL courses. LEGL291 is recommended		12
Total Credits		**60**

Student Plan

Students must follow the Student Plan (listed below) to complete this credential in the year(s) indicated by the plan. Students must consult with a program Academic Advisor regarding any deviation from the Student Plan, as this may extend the time it takes to complete the program.

Year 1

Term 1	Credits	Term 2	Credits
ENGL 102	3	LEGL 221	3
LEGL 116	3	LEGL 250	3
LEGL 210	3	LEGL 261	3
LEGL 211	3	Open Elective: Choose any subject including senior LEGL courses	3
LEGL 231	3	Open Elective: Choose any subject. Students choosing to take ACCT 212 should take ECON101	3
	15		**15**

Year 2

Term 1	Credits	Term 2	Credits
LEGL 180 or ACCT 212	3	LEGL 216	3
LEGL 235	3	LEGL 200	3
LEGL 271	3	LEGL 299	3
LEGL 281	3	Open Elective: LEGL291 recommended or any subject including senior-level LEGL courses	3
LEGL 308	3	Open Elective: Choose any subject including senior-level LEGL courses	3
	15		**15**

Total Credits 60

Admission Requirements

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 24 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/).