

## PARALEGAL DIPLOMA PROGRAM

<p><b>The Paralegal Diploma</b> provides in-depth substantive paralegal training.</p> <p>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.</p>		
<b>Attendance Options:</b>	<p><b>Year 1: (LAA - LIT &amp; LAA- CC) runs September 3, 2025 - June 12, 2026</b>  <b>Year 2: September 9, 2026 - August 25, 2027</b></p> <ul style="list-style-type: none"> <li>Hyflex “on-campus” delivery: 2 days online and 3 days on campus in the classroom/lab or 5 days online. Monday to Friday classes during the day. Approximately 30 hours per week.</li> <li>Program also offered via Distance Education (DE) which is self-directed and asynchronous (completed on your own schedule).</li> </ul>	
<b>Cost Breakdown*:</b>	Tuition	<p>Full 2-year Program: \$12,252*            Year 2: \$7,038* (For those who have previously completed the 2 LAA Certificates)</p>
	Textbooks	<p>Year 1: \$1,263*            Year 2: \$1,059*            Prices variable, may be able to purchase used or eBook.</p>
	Dental/Health	<p>\$ 250.00* per term            Full-time OC students who are taking campus-based programs have coverage through the student union, <a href="#">OCSU</a>. If you have other coverage, you can opt out and not pay the fee.</p>
	Ancillary Fees	<p>Full Program (Year 1 &amp; 2): \$1,111.82            Year 2: \$656.81</p>
	Parking	<p>Varied, please find <a href="#">here</a>.</p>
	Loan Eligibility	<p>The campus-based program is eligible for student loans &amp; may be eligible for other government funding/sponsorships.            The Distance Education delivery is not eligible for student loans.</p>
<i>*costs estimated and subject to change</i>		
<b>Employment Opportunities:</b>	<ul style="list-style-type: none"> <li>Law firm, both solicitors and litigation divisions.               <ul style="list-style-type: none"> <li>Wills, Trusts, &amp; Estates</li> <li>Estate Litigation &amp; Civil Litigation</li> <li>Criminal Law</li> <li>Corporate/Business Law, including Commercial Lending</li> <li>Insurance Law</li> <li>Administrative Law</li> <li>Immigration Law</li> <li>Family Law</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Contract Paralegals (to law firms).</li> <li>Government Offices, including municipal, provincial, and federal.</li> <li>In house Corporate Offices, including banks, credit unions, and universities.</li> <li>Provincial and Supreme Court.</li> <li>Administrative and leadership roles within the law firm.</li> </ul>
<b>Expected Outcomes:</b>	<ul style="list-style-type: none"> <li>Over <b>90 percent</b> of recent LAA graduates are working in business offices through the Okanagan and in their home communities.</li> <li>There is a high demand for Paralegal graduates in all regions.</li> <li>Membership available (fee required) in the BC Paralegal Association.</li> </ul>	
<b>Admission Requirements:</b>	<ul style="list-style-type: none"> <li>Graduation from Grade 12; or mature student status (19 years of age and out of high school for 1 year prior to starting the program).</li> <li>English 11 course (min. 50%) or equivalent; or a minimum of 70% on an Okanagan College Office Administration English entrance test.</li> </ul>	

COURSE CODE AND NAME/PREREQUISITES		HOURS
<b>YEAR ONE:</b>		
LAA 116	<b>Legal Office Procedures</b>	60 hours
LAA 145	<b>Introduction to the Canadian Legal System</b>	60 hours
<b>LAA – LITIGATION CERTIFICATE</b>		
LAA 100	<b>Litigation Procedures I</b> (Prerequisites: LAA 116 & 145)	96 hours
LAA 101	<b>Litigation Procedures II</b> (Prerequisites: LAA 100, 116, 145)	96 hours
LAA 112	<b>Family Litigation Procedures</b> (Prerequisites: LAA 100, 116, 145)	90 hours
LAA 115	<b>Employment Law</b> (Prerequisites: LAA 101, 116, 145)	60 hours
LSEC 130	<b>Law Office Practicum ***</b> (Prerequisites: all other courses in the LAA- Litigation certificate)	60 hours
<b>CORPORATE/CONVEYANCING CERTIFICATE</b>		
LAA 140	<b>Conveyancing Procedures I</b> (Prerequisites: LAA 116 & 145)	90 hours
LAA 141	<b>Conveyancing Procedures II</b> (Prerequisites: LAA 116, 140, & 145)	90 hours
LAA 152	<b>Corporate Procedures I</b> (Prerequisites: LAA 116 & 145)	90 hours
LAA 153	<b>Corporate Procedures II</b> (Prerequisites: LAA 116, 145, & 152)	36 hours
LAA 160	<b>Wills and Estates</b> (Prerequisites: LAA 116 & 145)	90 hours
LSEC 131	<b>Law Office Practicum ***</b> (Prerequisites: all other courses in the LAA- Corporate/Conveyancing certificate)	60 hours
<b>YEAR TWO:</b>		
LSEC 211	<b>Introduction to Law in Canada</b>	90 hours
LSEC 212	<b>Legal Research &amp; Writing</b> (Prerequisite: LSEC 211)	90 hours
LSEC 213	<b>The Law of Torts</b> (Prerequisite: LSEC 212)	90 hours
LSEC 214	<b>Contract Law</b> (Prerequisite: LSEC 213)	90 hours
LSEC 215	<b>The Law of Evidence</b> (Prerequisite: LSEC 214)	90 hours
LSEC 216	<b>Administrative Law</b> (Prerequisite: LSEC 215)	90 hours
LSEC 217	<b>Company Law and Business Organizations</b> (Prerequisite: LSEC 215)	90 hours
LSEC 218	<b>Interviewing Clients and Witnesses</b> (Prerequisite: LSEC 215)	90 hours

LSEC 219	<b>Intellectual Property Law in Canada</b> (Prerequisites: LSEC 211 & 212)	90 hours
LSEC 220	<b>Family Law for Paralegals</b> (Prerequisites: LSEC 211 & 212)	90 hours
LSEC 221	<b>Wills, Estates &amp; Probate Administration</b> (Prerequisites: LSEC 211 & LSEC 212)	90 hours
LSEC 222	<b>Information Technology in a Legal Setting</b> (Prerequisites: LSEC 221)	90 hours
LSEC 223	<b>Paralegal Practicum ***</b> (Prerequisites: All other courses in the program)	348 hours
Transfer credits may be accepted from or by other institutions or departments. Existing transfers can be found on the <a href="#">BC Transfer Guide</a> or you can reach out to the department chair.		
*** Students are responsible for obtaining their own practicum placements.		
<b>Further Information:</b>	Website: <a href="https://www.okanagan.bc.ca/business/office-administration/paralegal-diploma">https://www.okanagan.bc.ca/business/office-administration/paralegal-diploma</a>	
	Department Chair Contact: Brenda Ridgeley-Ketchell, MA, BBA <a href="mailto:BRidgeley@okanagan.bc.ca">BRidgeley@okanagan.bc.ca</a> 250-762-5445 ext. 4391	LAA/Paralegal Instructor: Terry Becker <a href="mailto:TBecker@okanagan.bc.ca">TBecker@okanagan.bc.ca</a> 250-762-5445 ext. 6413