

PARALEGAL DIPLOMA

Purpose

The Vancouver Community College Paralegal Diploma explores the theory and procedural aspects of legal matters that licensed paralegals are allowed to handle, such as presenting cases before specific courts and administrative tribunals.

Combining fundamental legal study with instruction and hands-on practice, this program develops intellectual and professional skills in the law. Students build the foundation of knowledge and skills needed to begin a career working within legal systems and institutions.

Students attain an understanding of fundamental principles of law and receive theoretical and practical training in areas such as litigation, real estate, conveyancing, corporate law, and family law and estates.

Classes are taught by lawyers and paralegals who hold academic and professional qualifications.

Students must have a practicum secured prior to registering for LEGL 1208 Paralegal Practicum. Practicum may be completed at student's current place of employment and all practicums must be supervised by a practicing BC lawyer. Students who register for LEGL 1208 Paralegal Practicum without having secured a practicum will be asked to withdraw from the course, without refund.

Duration

The Paralegal Diploma is comprised of 84.3 credits. Students must take all core courses (23 credits), all four courses in all four practice areas (56 credits), and two electives (5.3 credits-averaged).

Most students require approximately 4.5 years of part-time study to complete the requirements for a Paralegal Diploma.

Students must complete the Paralegal Diploma within five years.

Learning Outcomes

Upon successful completion of this program, graduates will be able to:

1. Demonstrate an understanding of overall court process, from preparing court documents through to completion of a trial in the Supreme Court of British Columbia
2. Draft court documentation for litigation, corporate, real estate, family, and estate cause of action
3. Complete basic law procedures for litigation, corporate, real estate, family, and estate law
4. Reference legislative materials and master hands-on procedures in a court of law
5. Competently use specialized legal terminology
6. Utilize legal research techniques including fact gathering and issue identification
7. Perform satisfactory entry-level paralegal work in a law office, corporate counsel office, governmental agency, judicial setting, or other setting where paralegal skills are utilized

8. Adhere to principles of legal ethics in a work environment

9. Display highly refined organization, critical thinking, and team working abilities

Admission Requirements

1. Knowledge of the English language, demonstrated by completion of ONE of the following:
 - a. Grade 12 graduation from a Canadian high school, or equivalent, including academic English 12 with at least C+ (64%), or equivalent; OR
 - b. Completion of an academic English or writing course from a Canadian College or University, or equivalent, with at least C+ (64%), or equivalent; OR
 - c. Completion of VCC High School Equivalence English courses with a "B" grade or higher; OR
 - d. English assessment success, including ONE of the following:
 - LET 4 (Langara English Test) with an overall score of 4; OR
 - LPI (Language Proficiency Index) with an essay level 4, essay score of at least 22 and a minimum 5 in English usage; OR
 - VCC Adult Basic English Reading and Writing Assessment with a minimum score of 60 in Reading, 52 in Writing, and a Writing Sample at 071 placement level; OR
 - VCC English Language Assessment with a minimum score of 145 overall, including a minimum score of 16 out of 30 in the essay portion; OR
 - IELTS (International English Language Testing System) with 6.5 overall; OR
 - TOEFL (Test of English Foreign Language) with 220 minimum overall, with a minimum of 5.0 on Essay. If Internet-based, the Reading, Writing and Listening component must total at least 60.
 Proof of the above prerequisites (i.e. official transcript or official test results) must be attached to the student's application.
2. Confirmation of legal experience, in the form of a letter from employer or official transcript, including:
 - At least one year of legal work experience in British Columbia, OR
 - Completion of the Legal Administrative Assistant program at VCC or an equivalent institution, OR
 - Completion of Office Administration Certificate – Legal Office Skills, OR
 - Completion of basic legal course work, such as the Legal Office Skills courses of the Office Administration Certificate Program, PLUS at least one year of office administration experience in or out of British Columbia

Non-program students may enroll in courses at the Program Coordinator's discretion.

Program Requirements

Students require 84.3 credits to obtain the Paralegal Diploma. Students must take all core courses (23 credits), all four courses in all four practice areas (56 credits), and two electives (5.3 credits-averaged).

Code	Title	Credits
Core Courses		
LEGL 1202	Canadian Legal Process	4
LEGL 1204	Torts	4

LEGL 1205	Legal Communications	3
LEGL 1207	Legal Research	4
LEGL 1208	Paralegal Practicum	3.5
LEGL 1209	Contracts	3.5
LEGL 1210	Agency and Business Structures	1

Practice Area Courses**Litigation:**

LEGL 1301	Litigation for Paralegals 1	3.5
LEGL 1302	Litigation for Paralegals 2	3.5
LEGL 1303	Creditor's Remedies	3.5
LEGL 1304	Personal Injury Practice	3.5

Real Estate/ Conveyancing:

LEGL 1309	Property Law	3.5
LEGL 1310	Property Transactions	3.5
LEGL 1311	Lending and Security	3.5
LEGL 1312	Commercial Conveyancing	3.5

Corporate:

LEGL 1305	Corp Law - Basic Procedures	3.5
LEGL 1307	Corp Law - Intermediate Proc	3.5
LEGL 1308	Corp Law - Adv Procedures	3.5
LEGL 1317	Corp Law- Complex Transactions	3.5

Family Law/ Estates:

LEGL 1313	Family Law 1	3.5
LEGL 1314	Family Law 2	3.5
LEGL 1315	Wills and Estate Planning	3.5
LEGL 1316	Estate Administration	3.5

Electives

Please note that elective options are subject to change.

LEGL 1306	Securities - Corporate	3.5
LEGL 1410	Securities 2	1
LEGL 1403	Court of Appeal Practice	3.5
LEGL 1409	Bankruptcy and Foreclosures	3.5
LEGL 1401	Evidence	3.5
LEGL 1405	Intellectual Property	3.5
LEGL 1470	Criminal Law Procedures	1.5

This guide is intended as a general guideline only. The college reserves the right to make changes as appropriate.

Evaluation of Student Learning

Evaluation of the courses is determined by the instructor and may include projects, participation, presentations, assignments, and /or quizzes. All courses include a final exam.

The minimum passing grade for each course is C-minus, and students must maintain a minimum grade point average of 2.0 in order to receive a Paralegal Diploma.

Credential

Upon successful completion of this program, and once an application for graduation has been submitted to the Continuing Studies Office, the student will receive their Vancouver Community College Paralegal Diploma.

Prior Learning Assessment and Recognition (PLAR)

Prior learning assessment and recognition is not available for this program.

Transcript of Achievement

The evaluation of learning outcomes for each student is prepared by the instructor and reported to the Student Records Department at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

Grading Standard

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65		2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49	Failing Grade	0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

Grade Point Average (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.