**DONALD SCHOOL OF BUSINESS – LEGAL ASSISTANT DIPLOMA**

**UPDATED: February 2019**

For admission requirements to the Legal Assistant Diploma, please see the Red Deer College Calendar. To meet graduation requirements, students must complete all courses with a minimum grade of ‘D’ and attain a grade point average (GPA) of **2.00 (62%)** or higher.

### PROGRAM CONTENT YEAR 1

#### Fall Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ COMM 150</td>
<td>Fundamentals of College and Workplace Writing</td>
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<tr>
<td>___ LEGL 100</td>
<td>Beginning Keyboarding</td>
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<tr>
<td>___ LEGL 105</td>
<td>Introduction to the Canadian Legal System</td>
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<tr>
<td>___ LEGL 110</td>
<td>Litigation I</td>
<td></td>
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<tr>
<td>___ LEGL 130</td>
<td>Real Estate I</td>
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<tr>
<td>___ LEGL 140</td>
<td>Introductory Information Processing for the Legal Assistant</td>
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<tr>
<td>___ LEGL 145</td>
<td>Criminal Law</td>
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#### Winter Term

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>___ COMM 250</td>
<td>Business and Workplace Writing</td>
<td>COMM 150</td>
</tr>
<tr>
<td>___ LEGL 115</td>
<td>Litigation II</td>
<td>LEGL 110</td>
</tr>
<tr>
<td>___ LEGL 120</td>
<td>Corporate Law</td>
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<td>___ LEGL 125</td>
<td>Contracts</td>
<td>LEGL 105</td>
</tr>
<tr>
<td>___ LEGL 135</td>
<td>Business Keyboarding</td>
<td>LEGL 100</td>
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<tr>
<td>___ LEGL 230</td>
<td>Real Estate II</td>
<td>LEGL 130</td>
</tr>
</tbody>
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## PROGRAM CONTENT YEAR 2

### Fall Term

- **LEGL 200**  Professional & Interpersonal Skills
- **LEGL 205**  Estate Planning
- **LEGL 210**  Litigation III  
  - Prerequisite: LEGL 115
- **LEGL 220**  Intermediate Information Processing for the Legal Assistant
  - Prerequisite: LEGL 140
- **LEGL 235**  Real Estate III  
  - Prerequisite: LEGL 230

### Winter Term

- **LEGL 215**  Litigation IV  
  - Prerequisite: LEGL 210
- **LEGL 225**  Estate Administration  
  - Prerequisite: LEGL 205
- **LEGL 233**  Commercial Law  
  - Prerequisite: LEGL 120, 230
- **LEGL 240**  Family Law
- **LEGL 245**  Technology Integration for the Legal Assistant
  - Prerequisite: LEGL 220

### Spring Term

- **LEGL 250**  Practicum  
  - 175 hours, approx. 5 weeks  
  - All program courses must be completed, GPA 2.0

### NOTES

- It is to your advantage to have computer proficiency before beginning the Program.
- Applicants are advised that they may be required to provide a Police Information Check to some agencies where they will be placed for practicum experiences. The existence of a criminal record may affect practicum placement and program completion therefore impact future employment prospects. It is each agency’s or institution’s decision to accept or reject a student for placement or observation experience based on the results of the Police Information Check.
- You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at RDC and/or to the university to which you wish to transfer (if applicable).

### MORE INFORMATION

- Donald School of Business:  www.rdc.ab.ca/dsb
- RDC Website:  www.rdc.ab.ca
- Advising & Recruiting email:  dsbinfo@rdc.ab.ca