DONALD SCHOOL OF BUSINESS – LEGAL ASSISTANT DIPLOMA

UPDATED: February 2020

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
- **__ COMM 150** Fundamentals of College and Workplace Writing
- **__ LEGL 100** Beginning Keyboarding
- **__ LEGL 105** Introduction to the Canadian Legal System
- **__ LEGL 110** Litigation I
- **__ LEGL 130** Real Estate I
- **__ LEGL 140** Introductory Information Processing for the Legal Assistant
- **__ LEGL 145** Criminal Law

#### Winter Term
- **__ COMM 250** Business and Workplace Writing  □ pre requisite – COMM 150
- **__ LEGL 115** Litigation II  □ pre requisite – LEGL 110
- **__ LEGL 120** Corporate Law
- **__ LEGL 125** Contracts  □ pre requisite – LEGL 105
- **__ LEGL 135** Business Keyboarding  □ pre requisite – LEGL 100
- **__ LEGL 230** Real Estate II  □ pre requisite – LEGL 130
PROGRAM CONTENT YEAR 2

Fall Term

___ LEGL 200  Professional & Interpersonal Skills
___ LEGL 205  Estate Planning
___ LEGL 210  Litigation III  □ pre requisite – LEGL 115
___ LEGL 220  Intermediate Information Processing for the Legal Assistant
                □ pre requisite – LEGL 140
___ LEGL 235  Real Estate III  □ pre requisite – LEGL 230

Winter Term

___ LEGL 215  Litigation IV  □ pre requisite – LEGL 210
___ LEGL 225  Estate Administration  □ pre requisite – LEGL 205
___ LEGL 233  Commercial Law  □ pre requisite – LEGL 120, 230
___ LEGL 240  Family Law
___ LEGL 245  Technology Integration for the Legal Assistant
                □ pre requisite – 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 and basic keyboarding skills before entering 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