

*Victoria Court Career College*  
*College Diploma Course Outline*

**Paralegal Diploma Program**

Paralegal is a relatively new field but is expanding to be an excellent occupational choice. The intention of this course is to enhance the students understanding of the theory of law and to develop a set of skills considered essential for a paralegal.

A Paralegal or Legal Assistant finds employment in private law offices, corporations, government departments, and private industries.

Areas of the law reviewed are: Introduction to law, Legal Research and Writing, Litigation, Wills and Estates, Corporate Law, Property Law, Civil Procedures and Commercial Law. This includes Contract Law, Consumer Protection Law, Criminal Law, Debtor Creditor Law, Employment

Law, Insurance Law, Family Law, Labour Laws, Negotiable Instruments, Sale of Goods Law and Tort Law.

Examples of skills development may include: keyboarding, transcription, drafting documents, file management, preparing legal memorandums, public speaking, researching primary and secondary source materials, title searching and land migration, computerized legal research, utilizing various precedents, and writing case briefs.

The Paralegal Diploma includes 54 weeks of instruction and a six week on-the-job work placement training component.

**Start Date:** Jan. 5, 2009  
**End Date:** Feb.26, 2010  
**Times:**Monday to Thursday  
8:30 a.m. – 4:30 p.m.

**Second Intake:**  
**Start Date:** April 6, 2009  
**End Date:** May 29, 2010  
**Times:**Monday to Thursday  
8:30 a.m. – 4:30 p.m.

Minimum: 10 students  
Maximum: 20 students

Tuition: \$11,000.00  
Plus Books \$ 760.09  
Training aids \$ 200.00  
& Graduation  
SPF \$ 110.00  
\$12,070.09  
(approx.)

**Entrance requirements:**  
Grade 12 or equivalent;  
Admission Test;  
Admission Essay;  
Interview by Staff



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### *Class Hours*

Classes are held Monday to Thursday from 8:30 a.m. until 4:30 p.m. The Paralegal Diploma includes 60 weeks of instruction including a 6 (six) week on-the-job training component. The students will have a winter, spring and summer break, statutory holidays and 3 days of in-service when there will be no classes. Classes may also be held off-campus for benefit of student instruction, if the instructor deems it appropriate.

### *Instructors*

All instructors employed with *Victoria Court Career College* are approved by the Department of Education, Private Career Colleges Division, to have the qualifications, education and experience to deliver the training materials in specific subjects.

### *Pass Mark*

All students must obtain a passing grade, minimum of 65% in each module to qualify for graduation. Method of evaluation is as follows: Tests/Exams – 50%, Assignments 30%, Attendance 10%, On-the-Job Training 10%.

### *Attendance*

All students must not fall below 80% attendance or they may not be permitted to graduate. Please read your copy of Student Policies for any clarification or speak with your instructor if any problems arise regarding your attendance.

### *Instructional Method*

The methods of instruction connect the theory of law to the practice of preparing documents. The features of actual teaching and learning practices are delivered in the classroom and in the outside work environment. Delivery of Instruction can be in any but not limited to the following methods:

- Lectures presenting the factual information regarding areas of law;
- Lectures with discussion among the students allowing for clarification of issues, debate and challenge;
- Expert guest speakers from the industry;
- Group or teamwork directed by the instructor, allowing for full participation of all the students;
- Audio/visual delivery through DVD/VCR, overhead projector.
- PowerPoint presentations, overheads, videos, and audiotapes.
- Role-playing allowing an instructor to set the stage with a life imitating scenario and train the students how to react or conduct themselves in a way that is concurrence with company protocols, ethics and the industry.
- Students will study the underlying principle and requirements of producing and completing legal instruments and/or documents. They will also be introduced to Microsoft word, Excel, access, power point, e-mail, internet, Westlaw (for case research) and a full record of all forms used in this industry.

- Field visits to the Registry of Deeds (Land Registration Office), Courthouses (Supreme, Family, Small Claims and Provincial) and the Supreme Court Law library.
- To graduate, students require a proficiency of 55 wpm typing speed with 95% accuracy and know how to use machine transcription.

Professional Development training includes code of ethics, public relations, customer service, teamwork, and time and stress management.

### ***Computer Applications***

This module is designed for the students who are novice users. It includes an examination of computer hardware and a discussion of computer viruses. The windows environment is examined, including the use of file names, menus and dialogue boxes.

### ***Keyboarding***

This module covers basic keyboarding and speed development. Students will learn proper keyboarding techniques and are required to have 55 WPM speed with 95% accuracy in order to graduate. Typing tests will be conducted on a regular basis. Students will be advised that in order to keep up with industry standards, 60- 70 wpm is recommended.

### **Machine Transcription**

#### **Introduction to Database**

Access 2003

#### **104 Spreadsheets**

Excel 2003

#### **Students will also cover the following topics:**

Power Point Presentations

Internet – Research Skills

Sending a professional e-mail

### ***Professional Development - 1<sup>st</sup> Year***

This module is designed to assist students in developing organizational skills, the consequences of your attitude in the workplace, telephone etiquette, proper protocol and the tools and skills needed in order to become a productive and effective employee. The students will discuss the importance of confidentiality, professionalism and following the Code of Ethics set in place for working in a legal environment.

### ***Professional Development – 2<sup>nd</sup> Year***

This module is designed to assist students in employment opportunities and how to become an effective, employee. The student will prepare resumes, cover letters, discuss various interview techniques, identify time wasters and develop a policy for time management. You will learn the basic sentence structure, punctuation and effective

communication. Stress is common in the work environment and therefore, students will be required to identify stress triggers and the development of coping skills.

### ***Legal Business Communications***

This module is an introduction to communications within a legal business environment including verbal and non-verbal skills, listening and writing. Special emphasis is given to the norm in today's legal office: effective and ineffective documents, email and the web, and the preparation of legal correspondence. The structure of the legal business letter; format, style and the formation is discussed. Upon completion of this module students should have learned to improve their communication skills both written and oral.

### ***Introduction to Law***

This module will provide an introduction to the structure of the Canadian legal system. You will explore the connection between law and morality (accepted standards of right and wrong) and between law and society's concept of justice. Topics discussed will include: the historical roots of Law, Influences on Canadian Law, Sources of law in Canada, precedent, classifying law, interaction between law and social change, Federal, Provincial and Local government, legislative enactment process, legislation interpretation, Canadian Constitution, Canadian Charter of Rights and Freedom, and the Canadian court system.

### ***Criminal Law***

This module provides an introduction to criminal law. Topics covered include the main purposes of criminal law, the criminal code, classification of offences, summary and indictable offences, defining crime and criminal offences, parties to offences, defenses to crimes, powers of arrest, search and seizure, preliminary hearings, criminal trial procedures, principles of sentencing. Students will learn to be able to describe the elements that must exist for a person to be charged with and convicted of a crime under Canadian Law. Students will attend actual court trials and will be prepared to meet with the Judge presiding over a trial and ask relevant questions regarding the court and/or the trial. Protocol of the Court will be addressed with the students and students will be expected to respect all rules of the court. The different functions of the court and staff of the court will be explained to the students. This will include the duties of the court reporter, sheriffs, court clerks, defendants and the general public. The students will also have the opportunity to meet with a Crown Attorney, as a guest speaker, and discuss questions regarding the laws governing Criminal Law; the Charter of Rights; how the Crown Attorneys office operates; how it applies the laws regarding charges being laid against a person. Discussions regarding plea bargaining and the necessity of such actions will be discussed along with the understanding of the law in our lives.

### ***Family Law***

This area of law and module covers; capacity for entering into a marriage, legal requirements, annulment, divorce, custody/access of children, child support, spousal support, matrimonial property, adoption, and child protection proceedings. We will also discuss common-law relationships, co-habitation agreements, separation agreement,

different domestic contracts and the benefits of such agreements. Divorce documents, court orders and agreements will be drafted and prepared by the students.

### ***Real Estate Law***

This module provides an overview of real estate law with an emphasis on the law affecting free and clear title to land. Topics covered include the history and nature of ownership of real property, estates in land, transfer of title of land by way deeds, (warranty, trustees' and quit claim deeds) conveyance of real property on death, encumbrances and judgments against land, land registration and migration of lands, plans of subdivision, location certificates, marketable title, adverse possession, and objections to title of ownership.

### ***Title Searching (Land Registration)***

Students will attend at the Registry of Deeds for title searching with a qualified title searcher and will also include an overview of the new land registration system. Students will learn how the new land registration system operates and will understand the documents required to submit when transferring or the securing real property.

### ***Wills and Estates***

This module addresses wills, codicils, power of attorney and the distribution of property upon death. Topics discussed include probate court, requirements for a legal will, testamentary capacity, execution of wills, the changing and revocation of a will; meeting with the Registrar of Probate for questions from the students regarding the proper filing of documents and any updated changes relating to the ***Probate Act***.

### ***Nova Scotia Civil Litigation & Civil Procedure Rules***

This module provides an overview of the Nova Scotia Civil Procedure Rules and the procedures applicable to civil litigation. Topics covered include, private law procedures, terminology, stages involved in civil litigation, causes of action, jurisdiction, capacity to sue, commencement of proceedings, service of documents, pleadings, disposition without trial, oral discovery hearings and preparing for trial and production of relevant documents, applications, out of court settlement negotiations, pre-trial, civil trial procedures and rules and proper protocol of civil court.

### ***Tort Law***

This module provides an overview of tort law, including intentional torts, unintentional torts and negligence. Defenses to intentional torts, unintentional torts, negligence, and related issues such as occupier's liability and strict liability, and defenses offered in a lawsuit. Duty of Care, definition of a reasonable person and foreseeability will also be addressed.

### ***Insurance Law and Personal Injury***

This module provides an overview of the basic principles of insurance law, including insurable interest, valuation, duty of disclosure and duty to defend. Specific principles applicable to accident, fire insurance, automobile insurance and general liability and the

process of personal injury litigation are examined with an emphasis on the preparation and settling of claims.

### ***Contract and Corporate Law***

This module consists of an overview of the law of contracts and introduction to corporate law. Contractual issues discussed include the formation of contracts, capacity to contract, misrepresentation, mistake, illegality, privity of contract, discharge of contracts, breach of contract and remedies for breach. The corporate law component introduces sole proprietorship, partnership and corporations as forms of business organizations.

### ***Legal Office Procedures***

This module is designed to provide students with the basic skills necessary to function effectively in a legal environment. Topics covered will be legal terminology, legal seals, preparation of legal correspondence and documents, entering time sheets, filing, telephone etiquette, and Court and Registry systems

### ***Legal Writing and Research***

The students will concentrate on legal research techniques, legal analysis, and legal writing. Topics covered include: factual analysis, issue determination, legislation and case analysis, and the preparation of legal memorandums.

### ***Legal Drafting***

This module provides an introduction to the drafting of documents for use in: Real Estate Transactions, Civil Litigation, Incorporation of Companies and Corporations, Contracts, Insurance/Personal litigation, Family Court Orders, Probate, Wills, and Power of Attorney.

### ***Principles of Accounting***

This module will provide students with a basic knowledge of principles and procedures in an environment which is relevant to the service industry. Topics covered will include recording transactions, financial statements, bank reconciliations, accounts receivable and payable, and accounting using the PC Law accounting software.

### ***Paralegal Field Training***

This module is designed to enable students to apply skills and knowledge they have acquired during classroom training and gain valuable practical and hands on work experience working within the legal environment. Students must pass all program subjects with a minimum 65% and also meet the attendance requirements of ***Victoria Court Career College*** to be considered for On-The-Job Paralegal field training. Students must submit three (3) typing certificates with at least the minimum required typing speed before on-the-job-training begins. Students, while working in the industry on field placement (6 weeks) will provide their employer host with assistance at no cost. Students are expected to adhere to all industry work hours and regulations. Students will be personally responsible for any damage, which may occur during training, and industry shall waive any and all claims against ***Victoria Court Career College***.