

# PARALEGAL (ACCELERATED) (PLEA)

## About the Program

This 13-month diploma program is an accelerated version of our Paralegal (<http://www.senecapolytechnic.ca/programs/fulltime/PLE.html>) program. This program will prepare you to become a licensed paralegal in accordance with the requirements of the Law Society Act. As a licensed paralegal, you may act in a self-employed capacity and offer specified legal services directly to the public for a fee without the supervision of a lawyer, or you may be a salaried employee in various legal environments.

In this program, you will acquire an understanding of the general principles of law and receive theoretical and practical training in specific legal subjects, legal ethics and small business practice.

Successful completion of this program qualifies you to write the Law Society of Ontario licensing examination, a requirement if you wish to practise as a paralegal in Ontario.

Fluency in English is critical for your success in this program and the legal profession, and there is a strong focus on effective communication skills, both verbal and written, from the beginning of your program to graduation.

## Credential Awarded

Ontario College Diploma

## Duration

3 Semesters (13 Months)

## Starts

May, September

## Program and Course Delivery

This program is offered in person. Students are required to come on campus to attend classes.

## Skills

Throughout this program you will develop the following skills:

- Written and verbal communication
- Drafting legal documents
- Advocacy, including examination, cross-examination, submission of arguments
- Legal research and writing
- Ability to analyze and apply legislation to real-life situations
- Negotiation and conflict resolution

## Work Experience

### Field Placement

Having met all the necessary academic requirements, you will have the opportunity to participate in a four week unpaid field placement at the end of final examinations in third semester. With the support and assistance of the school's faculty and staff, you will play an active role in securing your

placement. Those wishing to be placed in a court or other government setting will have to provide a police clearance certificate.

## Your Career

As a graduate of this program, you will be able to pursue your paralegal licence and operate your own paralegal practice. You may also explore career opportunities within:

- Paralegal firms
- Law firms
- Legal clinics
- Legal departments within government offices

## Certifications

Upon successful completion of all the elements of Alternative Dispute Resolution, including full attendance, you will receive an Alternative Dispute Resolution Certificate from Seneca School of Legal, Public and Office Administration.

## Professional Accreditation

This program has been accredited by the Law Society of Ontario.

To obtain a paralegal licence, you will have to be:

- A graduate from an accredited program
- Pass a licensing examination, and
- Be of good character

For more information visit the Law Society of Ontario (<https://lso.ca/>).

**Paralegal application and licensing fees are not included in any fee schedule quoted by Seneca Polytechnic.**

## Program of Study

Course Code	Course Name	Weekly Hours
<b>Semester 1</b>		
LGL151	Introduction to the Legal System for Paralegals	3
LGL152	Contracts and Torts for Paralegals	4
LGL153	Legal Entities and Relationships	2
LGL154	Computer Applications for Paralegals I	2
LGL156	Administrative Law for Paralegals	3
LGL160	Legal Drafting and Communication	3
LGL225	Immigration Law	2
LGL250	Legal Research for Paralegals	3
<b>Semester 2</b>		
LGL251	Employment Law For Paralegals	3
LGL252	Residential Landlord and Tenant Law for Paralegals	3
PLA350	Legal Accounting	3
PLE351	Evidence and the Litigation Process	3
PLO352	Criminal Law/Summary Conviction Procedure	3
PLT353	Tribunal Practice and Procedure	3

PLY354	Computer Applications for Paralegals II	3
<b>Semester 3</b>		
FPL491	Field Placement for Paralegals	1
PLC450	Small Claims Court - Practice and Procedure	4
PLD451	Advocacy	4
PLE452	Ethics and Professional Responsibility	3
PLN455	Alternative Dispute Resolution	3
PLO453	Provincial Offences/ Motor Vehicle Offences	3
PLP454	Practice Management and Business Communications	3
PLR311	Refugee Law for Paralegals	2

## Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Articulate and adhere to the permitted scope of paralegal practice and the Paralegal Rules of Conduct and complete all work in compliance with the ethical and professional responsibilities of a Paralegal.
- Manage a paralegal practice and operate a small business, within the Paralegal Rules of Conduct relevant to these matters by effectively utilizing administrative and business management skills.
- Describe the fundamental elements of the Canadian government and legal system, including the Constitution Act, the Charter of Rights and Freedoms, the organization of the Canadian court system, and the basic principles of property, business and consumer law.
- Articulate and adhere to the basic principles of tort and contract law.
- Conduct legal research and write legal memoranda and reports.
- Adhere to the civil litigation process, within the permitted scope of paralegal practice, and apply procedural and evidentiary rules related to proceedings in the Small Claims Court.
- Describe the principles of criminal law, and adhere to the rules relating to proceedings under the Criminal Code before a summary conviction court.
- Describe the principles of the law of provincial offences, and adhere to the rules relating to proceedings under the Provincial Offences Act before the Ontario Court of Justice.
- Make effective client representation before courts and administrative tribunals within the permitted scope of paralegal practice.
- Compare and contrast various alternate dispute resolution mechanisms, select an appropriate mechanism as required, and explain to the client the potential consequences of the dispute resolution mechanism.

- Adhere to the basic principles of administrative law, and of general practice and procedure before administrative tribunals.
- Articulate and adhere to the principles of employment law, and the practice and procedure related to the administrative tribunals that deal with employment matters.
- Articulate and adhere to residential landlord and tenant law, and the practice and procedure before the Landlord and Tenant Board.
- Draft all necessary documents in a clear, concise and accurate manner.
- Apply basic accounting principles, terminology, and operations to all paralegal obligations related to trust accounts, and the Law Society's requirements for book and record keeping.
- Select and use the appropriate computer software necessary to produce correspondence, spreadsheets, memoranda and legal documents.
- Prepare an employment resume in accordance with professional legal standards.

## Admission Requirements

- Ontario university or college degree or equivalent, or an Ontario college diploma or equivalent.

Applicants with substantial completion of a degree (75%) and a minimum of three postsecondary general education or liberal studies credits may be considered for admission.

Applicants with credentials from outside of Canada must provide a "course-by-course" credential assessment from a recognized agency such as WES (World Education Services) or ICAS (International Credential Assessment Service); including a Postsecondary English course or equivalent.

## Additional Information

Postsecondary English course equivalency can be demonstrated through the following:

- Completed postsecondary credential from an institution and country where English is the primary language spoken (Canada or one of the countries listed here (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/english-proficiency.html#exempt-list>))

## Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.