

LEGAL ASSISTANT DIPLOMA
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

UPDATED: April 2022

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 Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar](#)

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your program, we strongly advise that you read the Academic Calendar of your destination institution for full information.

GRADUATION REQUIREMENTS:

- You must pass all courses and achieve a minimum cumulative GPA of 2.00.

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- Fall term (September through December)
- Winter Term (January through April)
- Spring term (May through June): The Spring term is condensed, and course offerings are limited. Your practicum will be in your final Spring term. Your first Spring term is optional.
- Summer Term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- See chart below for course sequencing.
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.

WHAT HAPPENS IF I TAKE LESS THAN 10 COURSES A YEAR?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

NOTE: To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using Grad Tracker. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker.
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

GRADUATION CHECKLIST (UNOFFICIAL)

FALL 2022 STARTS

REQUIREMENT			PREREQUISITE(S)	COMMENTS	DONE
YEAR 1 - FALL					
COMM 150	3 Cr	Fundamentals of College & Workplace Writing		Offered in Fall and Winter	
LEGL 100	3 Cr	Beginning Keyboarding I		Offered in Fall and Winter	
LEGL 105	1 Cr	Canadian Legal System		Offered in Fall and Winter	
LEGL 110	3 Cr	Litigation I		Offered in Fall and Winter	
LEGL 120	3 Cr	Corporate Law		Offered in Fall and Winter	
LEGL 140	3 Cr	Information Processing I		Offered in Fall and Winter	
LEGL 145	2 Cr	Criminal Law		Offered in Fall and Winter	
YEAR 1 - WINTER					
COMM 250	3 Cr	Business & Workplace Writing	COMM 150	Offered in Fall and Winter	
LEGL 115	3 Cr	Litigation II	LEGL 110	Offered in Winter only	
LEGL 130	3 Cr	Real Estate I		Offered in Winter only	
LEGL 125	2 Cr	Contracts	LEGL 105	<ul style="list-style-type: none"> ● Credit granted for BUS 311 ● Offered in Winter only 	
LEGL 135	3 Cr	Keyboarding II	LEGL 100	Offered in Winter only	
YEAR 2 - FALL					
LEGL 200	3 Cr	Professional & Interpersonal Skills		Offered in Fall only	
LEGL 205	3 Cr	Estate Planning		Offered in Fall only	
LEGL 210	3 Cr	Litigation III	LEGL 115	Offered in Fall only	
LEGL 220	3 Cr	Information Processing II	LEGL 140	Offered in Fall only	
LEGL 230	3 Cr	Real Estate II	LEGL 130	Offered in Fall only	

YEAR 2 - WINTER					
LEGL 215	3 Cr	Litigation IV	LEGL 210	Offered in Winter only	
LEGL 225	3 Cr	Estate Administration	LEGL 205	Offered in Winter only	
LEGL 233	3 Cr	Commercial Law	LEGL 120 and 230	Offered in Winter only	
LEGL 240	3 Cr	Family Law	LEGL 110, 115 and 210	Offered in Winter only	
LEGL 245	3 Cr	Technology Integration	LEGL 220	Offered in Winter only	
LEGL 235	3 Cr	Real Estate III	LEGL 230	Offered in Winter only	
YEAR 2 - SPRING					
LEGL 250	3 Cr	Practicum 175 hours, approx. 5 weeks	All courses must be completed with a GPA of 2.0	Offered in Spring only	

WINTER 2022 STARTS

Students who start in the Winter have an additional term, so they will not complete the program in 2 years.

REQUIREMENT		PREREQUISITE(S)		COMMENTS	DONE
TERM 1 - WINTER					
COMM 150	3 Cr	Fundamentals of College & Workplace Writing		Offered in Fall and Winter	
LEGL 100	3 Cr	Beginning Keyboarding I		Offered in Fall and Winter	
LEGL 130	3 Cr	Real Estate I		Offered in Winter only	
TERM 2 - FALL					
LEGL 105	1 Cr	Canadian Legal System		Offered in Fall and Winter	
LEGL 110	3 Cr	Litigation I		Offered in Fall and Winter	
LEGL 120	3 Cr	Corporate Law		Offered in Fall and Winter	
LEGL 140	3 Cr	Information Processing I		Offered in Fall and Winter	
LEGL 145	2 Cr	Criminal Law		Offered in Fall and Winter	
TERM 3 - WINTER					
COMM 250	3 Cr	Business & Workplace Writing	COMM 150	Offered in Fall and Winter	
LEGL 115	3 Cr	Litigation II	LEGL 110	Offered in Winter only	
LEGL 125	2 Cr	Contracts	LEGL 105	<ul style="list-style-type: none"> Credit granted for BUS 311 Offered in Winter only 	
LEGL 135	3 Cr	Keyboarding II	LEGL 100	Offered in Winter only	
TERM 4 - FALL					
LEGL 200	3 Cr	Professional & Interpersonal Skills		Offered in Fall only	
LEGL 205	3 Cr	Estate Planning		Offered in Fall only	
LEGL 210	3 Cr	Litigation III	LEGL 115	Offered in Fall only	
LEGL 220	3 Cr	Information Processing II	LEGL 140	Offered in Fall only	
LEGL 230	3 Cr	Real Estate II	LEGL 130	Offered in Fall only	
TERM 5 - WINTER					
LEGL 215	3 Cr	Litigation IV	LEGL 210	Offered in Winter only	
LEGL 225	3 Cr	Estate Administration	LEGL 205	Offered in Winter only	
LEGL 233	3 Cr	Commercial Law	LEGL 120 and 230	Offered in Winter only	
LEGL 240	3 Cr	Family Law	LEGL 110, 115 and 210	Offered in Winter only	
LEGL 245	3 Cr	Technology Integration	LEGL 220	Offered in Winter only	
LEGL 235	3 Cr	Real Estate III	LEGL 230	Offered in Winter only	
TERM 6 - SPRING					
LEGL 250	3 Cr	Practicum 175 hours, approx. 5 weeks	All courses must be completed with a GPA of 2.0	Offered in Spring only	

IMPORTANT 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 Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable).

TRANSFER OPPORTUNITIES

- 60 credits toward Bachelor of Professional Arts, Communication Studies Major at Athabasca University
- Possible credit of up to 1 year towards a Bachelor of Arts degree at the University of Calgary, dependent on selected major

CONTACT INFORMATION AND HELPFUL RESOURCES

Red Deer Polytechnic Student Connect Centre	studentconnect@rdpolytech.ca www.rdpolytech.ca/SCC 403.342.3254
Red Deer Polytechnic website	rdpolytech.ca
Transfer Alberta Guide	transferalberta.alberta.ca