Law & Management

This course provides you with legal and management knowledge and skills to function as paralegal professionals in the local and global arena.

The course equips you with relevant skills and knowledge to work in the legal arena, including the general management, administration and day-to-day running of a law office or legal department. You will be equipped with cutting-edge information technology skills for the legal environment and be exposed to hands-on training through projects, assignments and through the Student Internship Programme. In using the Problem-based Learning (PBL) approach, the course will develop the capacity for independent learning, and instil the spirit of professional ethics and integrity in you. It also develops your creative problem-solving and analytical skills, your oral and written communication skills, as well as your interpersonal and teamwork skills.

You will study a wide range of substantive and procedural law subjects. Besides PBL, you will study various procedural law subjects using the Real Environment Active Learning (REAL) approach which promotes active learning by simulating the actual work environment of the legal profession.

The subject Management of Law Office & Court Technology taught in your Senior year will reinforce the management and legal issues learnt over the previous two years.
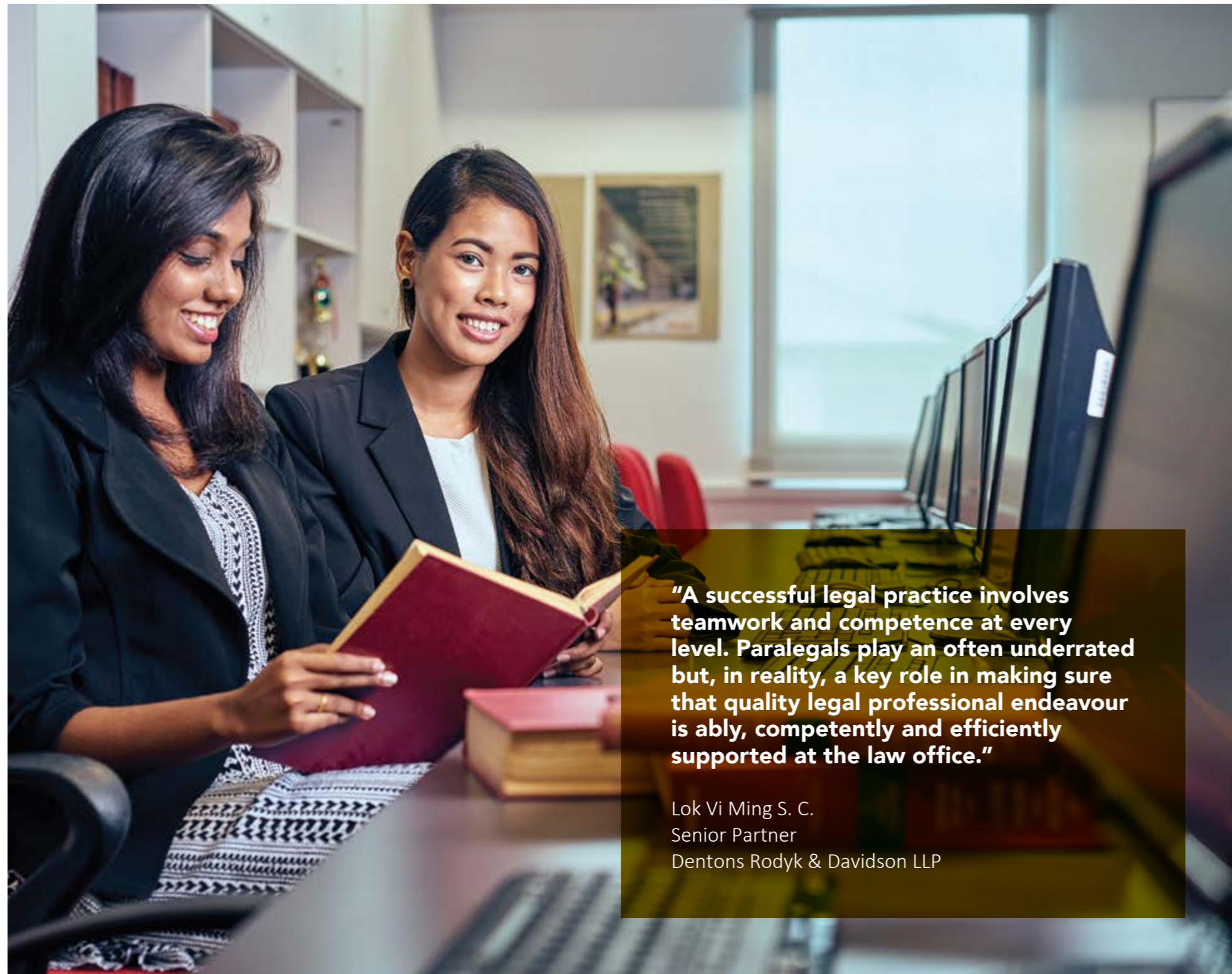
"A successful legal practice involves teamwork and competence at every level. Paralegals play an often underrated but, in reality, a key role in making sure that quality legal professional endeavour is ably, competently and efficiently supported at the law office."

Lok Vi Ming S. C.
Senior Partner
Dentons Rodyk & Davidson LLP

Career Opportunities

Graduates are well-placed to find employment as office administrators and paralegals in law firms, government agencies and legal departments of large organisations. You will assist lawyers in legal work such as drafting of documents, legal research and in day-to-day management and administration.

The diploma is recognised by the National University of Singapore, the Singapore Management University, Singapore University of Social Sciences, various United Kingdom, Australian and New Zealand universities as an entry qualification into their LLB programmes. In addition, many overseas universities also accord our graduates advanced standing towards their non-law degree courses.

Graduation Requirements

Cumulative Grade Point Average : min 1.0
TP Fundamentals Subjects : 36 credit units
Diploma Core Subjects : 84 credit units
Total Credit Units Completed : min 120 credit units

Application

Apply during the Joint Admissions Exercise following the release of the GCE O Level results. For other categories of local applicants, please refer to the section on "Admission and Requirements". For international students, please refer to the section on "Information for International Students".

Entry Requirements for Singapore-Cambridge GCE O Level Qualification Holders

To be eligible for consideration for admission, applicants must obtain 26 points or better for the net ELR2B2 aggregate score (i.e. English Language, 2 relevant subjects and best 2 other subjects, including CCA Bonus Points) and meet the minimum entry requirements of this course. CCA cannot be used to meet the minimum entry requirements.

For details on GCE O Level Minimum Entry Requirements, refer to page 41.

Course Structure

TP FUNDAMENTALS (TPFun) SUBJECTS			
SUBJECT CODE	SUBJECT	LEVEL	CREDIT UNITS
BCS1011	Communication & Information Literacy	1	2
BCS1012	Workplace Communication	1	2
BCS1013	Persuasive Communication	1	2
BGS1002	Global Studies	1	3
BGS1003	Managing Diversity at Work*	1	3
BGS1004	Global Citizenship & Community Development*	1	3
BGS1005	Expressions of Culture*	1	3
BIN1001	Innovation & Entrepreneurship	1	2
GCC1001	Current Issues & Critical Thinking	1	2
LEA1011	Leadership: Essential Attributes & Practice 1	1	1
LEA1012	Leadership: Essential Attributes & Practice 2	1	1
LEA1013	Leadership: Essential Attributes & Practice 3	1	1
LSW1002	Sports & Wellness	1	2
MCR1001	Career Readiness 1	1	1
MCR1002	Career Readiness 2	1	1
MCR1003	Career Readiness 3	1	1
TGL1001	Guided Learning	1	3
BSI3024	Student Internship Programme	3	12

* Students must choose one of these three subjects or TGL1001 Guided Learning.

DIPLOMA SUBJECTS – CORE SUBJECTS

SUBJECT CODE	SUBJECT	LEVEL	CREDIT UNITS
BAF1010	Business Accounting	1	4
BBS1001	Principles of Management	1	4
BBT1010	Business Technology & Analytics	1	4
BEC1007	Business Economics	1	4
BEC1008	Economics in a Globalised World	1	4
BLM1001	Criminal Law	1	4
BLM1002	Law of Tort	1	4
BLM1006	Legal Skills	1	4
BLM1008	Legal Systems	1	4
BLM1009	Legal Methods	1	4
BRM1005	Marketing Fundamentals	1	4
BLM2003	Family Law	2	4
BLM2004	Law of Contract	2	4
BLM2009	Company Law	2	3
BLM2010	Conveyancing Law & Procedure	2	4
BAF3004	Company & Partnership Accounts	3	3
BLM3006	Corporate Governance & Compliance	3	3
BLM3008	Intellectual Property	3	4
BLM3013	Trusts, Wills & Probate	3	3
BLM3017	Criminal Procedure	3	4
BLM3018	Management of Law Office & Court Technology	3	4
BLM3019	Civil Procedure	3	4