

# LAW CLERK

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## Program Outline

<b>Major:</b>	LCLR
<b>Length:</b>	2 Years
<b>Delivery:</b>	4 Semesters
<b>Credential:</b>	Ontario College Diploma
<b>Effective:</b>	2012-2013
<b>Location:</b>	Barrie
<b>Start:</b>	Fall (Barrie), Winter (Barrie)

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### Description

This program is designed to prepare graduates for employment as Law Clerks/Legal Assistants who are able to do work independently under the general supervision of a lawyer. Graduates are able to prepare wills, real estate transactions, court reports, affidavits, research records, court files and other legal documents. Law Clerks may appear before administrative tribunals and certain courts. This program may provide preparation for writing the Institute of Law Clerks of Ontario (ILCO) examinations in Estates Law, Real Estate Law, Corporate Law and Civil Litigation.

### Career Opportunities

Graduates from this program are employed in legal offices (specialized and general practices), government offices (municipal, provincial, federal, boards/tribunals, court/registry, and legal aid) and in financial institutions, corporations, and insurance companies.

### Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- communicate effectively, orally and in writing, using accurate legal terminology;
- apply time management and organizational skills to meet the time lines and limitation periods within a legal environment;
- assist in advocacy procedures in courtroom and tribunal appearance;

- utilize information technology resources and skills appropriately within the legal environment;
- employ knowledge and substantive law within the role of the law clerk;
- employ knowledge and legal procedures within the role of the law clerk;
- adhere to the legal profession's principles of ethics and conduct;
- contribute to preliminary research of legal information, using traditional and electronic resources;
- use office skills to support the operation of a legal office;
- develop strategies for ongoing professional development to enhance competence;
- employ environmentally sustainable practices within the profession.

### **The Program Progression:**

Fall Intake - Barrie

Sem 1		Sem 2		Sem 3		Sem 4
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Fall		Winter		Fall		Winter
2012		2013		2013		2014

Winter Intake - Barrie

Sem 1		Sem 2		Sem 3		Sem 4
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Winter		Summer		Fall		Winter
2013		2013		2013		2014

### **Articulation:**

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgianc.on.ca/academics/articulations/>

### **Admission Requirements:**

Applicants must meet ONE of the following requirements to be eligible for admission to this program:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U). Also recommended: any Grade 12 College Mathematics (MAP4C or MCT4C), or any Grade 12 University Mathematics

- Academic and Career Entrance Certificate (ACE) program with: Communication
- Ontario High School Equivalency Certificate (GED)
- Mature applicant with standing in the required courses and/or mature student testing that meets the minimum standards for admission

Applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Each applicant will be considered on an individual basis and acceptance will be determined by counselling, Communication Placement Assessment (CPA), previous post-secondary education and evaluation of experience. Some programs also have specific prerequisite requirements that must be met prior to admission. Mature applicants must meet all program specific prerequisites. Those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

#### **Graduation Requirements:**

- 18 Mandatory Courses
- 2 Communications Courses
- 3 General Education Courses
- 1 Field Placement

#### **Graduation Eligibility:**

To graduate from this program, the passing weighted average for promotion through each semester, from year to year and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester.

#### **Mandatory Courses**

- BUSI1011 Professional Business Practices
- COMP1012 Computer Business Documentation
- COMP1048 Introduction to Keyboarding
- ETHC2000 Ethics for Legal Profession
- LAWS1006 Criminal Law
- LAWS1007 Family Law
- LAWS2032 Estates Law
- LAWS2033 Corporate Law
- LAWS2034 Civil Litigation
- LAWS2035 Real Estate Law

LAWS2036 Advocacy Procedures  
OFAD1001 Office Procedures and Strategies  
OFAD1004 Introduction to Legal Office Administration  
OFAD1007 Spreadsheet and Presentation Applications  
OFAD1008 Word Processing and Database Applications  
OFAD2014 Bookkeeping for the Office Professional  
OFAD2015 Administrative Support and Records Management  
REAS1001 Foundations of Legal Research

#### Communications Courses

To be selected at time of registration from the College list, as determined by testing.

#### General Education Courses

To be selected from College list

#### Field Placement

LAWS2037 Law Clerk Field Training

#### **Course Descriptions:**

BUSI1011 Professional Business Practices 42.0 Hours

You will learn how to prepare and present yourself and your work in a professional manner according to business ethics and protocol(s). In addition you will develop skills to manage office politics, social situations, travel and communications. Finally, you will develop an understanding of appropriate cultural and travel protocols for success in international business situations.

COMP1012 Computer Business Documentation 42.0 Hours

This course is designed to develop skills in word processing and document design and formatting. Emphasis is placed on accuracy and efficiency. Keyboarding skill using the correct touch technique is highly recommended.

COMP1048 Introduction to Keyboarding 42.0 Hours

This course is designed to build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

ETHC2000 Ethics for Legal Profession 42.0 Hours

This course will identify the parameters of ethical behaviour necessary for employment in a law office or legal department. This is accomplished by examining the Rules of Professional Conduct for lawyers governed by Law Society of Upper Canada. Students will develop ethical practices appropriate for law clerks.

#### LAWS1006 Criminal Law 42.0 Hours

This Course will identify the processes by which laws are created, amended, and revised. This is accomplished by examining the commonly accepted categories of criminal law, including a thorough overview of the Criminal Code, summary, hybrid, and indictable offences. Students will discuss the special circumstances required for the accused to be charged, tried, convicted, and sentenced during the criminal court procedure.

#### LAWS1007 Family Law 42.0 Hours

This course will identify the legal relationships of family associations, with a focus on spouses, parents, and children. This is accomplished by examining the procedures required for dispute resolution of issues concerning marriage, separation, cohabitation, property rights, and divorce. Students will discuss both the theoretical and practical elements of the preparation, issuing, and service of family law and family court documents.

#### LAWS2032 Estates Law 42.0 Hours

This course covers the basic legal principles and procedures relevant to the practice of estate law in Ontario. The course examines estate planning and administration, including testate and intestate succession, estate litigation and relevant statutes. This will involve the preparation of different types of documents and records relevant to estate planning and administration.

#### LAWS2033 Corporate Law 42.0 Hours

This course covers the law and procedures relevant to different forms of business organization, including sole proprietorships, partnerships and corporations. Applicable laws and statutes will be examined along with procedures for incorporating, organizing and maintaining corporations, and the roles of directors, officers and shareholders. The course will involve the preparation of different types of documents and records relevant to business organizations.

#### LAWS2034 Civil Litigation 70.0 Hours

This course covers the civil litigation process in Ontario beginning with an overview of the civil process from the commencement of proceedings to trial. The examination of the civil process includes document preparation, the rules of procedure, and tasks performed by Law Clerks.

#### LAWS2035 Real Estate Law 56.0 Hours

This course covers legal concepts and applications relevant to the practice of real estate law in Ontario. The course examines Ontario land registration systems, specific interests in land, governmental controls on land use, relevant statutes, and the process of a residential real estate transaction. This will include the process and preparation of different types of documents required to complete a real estate transaction.

#### LAWS2036 Advocacy Procedures 42.0 Hours

This course will identify the rules which govern courtroom conduct. This is accomplished by examining different levels of court and the advocacy rules which apply to each level. Students will discuss pre-trial procedures, including interviewing witnesses, production of legal briefs, and disclosure of documentation. Students will also discuss trial procedures, including courtroom processes, procedures, and etiquette.

#### LAWS2037 Law Clerk Field Training 84.0 Hours

In consultation with the Field Placement Coordinator, students find and apply for an 84 hour work term in a legal environment - offices (specialized and general practices), government offices (municipal, provincial, federal, boards/tribunals, court/registry, and legal aid) and in financial institutions, corporations, insurance companies, etc. Each placement must be approved by the Co-ordinator.

#### OFAD1001 Office Procedures and Strategies 42.0 Hours

This course introduces current office procedures necessary to perform administrative support functions as well as an opportunity to develop learning strategies that will prepare the student to confront academic, personal, and career challenges. A combination of practical tasks and processes provides a solid foundation for those entering administrative careers.

#### OFAD1004 Introduction to Legal Office Administration 42.0 Hours

This course introduces the student to basic routines, procedures, documentation, law and terminology common to the legal field. Generic and process skills are developed within a situational learning environment. An overview of the various areas of the law is presented with emphasis on material common to all areas. Current social/legal issues are examined and discussed both individually and within groups.

#### OFAD1007 Spreadsheet and Presentation Applications 42.0 Hours

This course provides the development of spreadsheet and presentation design skills. Students will learn how to organize, calculate, manipulate and use graph data. A variety of financial functions and formula entries will be explored including IF analysis. Learners will work with multiple worksheets and workbooks. Students will use presentation software to prepare professional looking presentations.

#### OFAD1008 Word Processing and Database Applications 42.0 Hours

This course is designed for the development of word processing and database skills. Students will use word processing software to create, enhance, and format documents. Using database software students will plan, create, update and maintain database structures.

#### OFAD2014 Bookkeeping for the Office Professional 42.0 Hours

This course introduces basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, involving journals and ledgers to

the preparation of financial statements, is covered. The use of appropriate software is also encouraged. It is strongly recommended students have completed MATH1004 - Math for the Office Professional, MATH1002 - Math of Finance, or an equivalent course. In addition, it is recommended students have a good knowledge of spreadsheet software.

#### OFAD2015 Administrative Support and Records Management 42.0 Hours

This course provides the further development of progressive business practices necessary for entry into today's workplace. Emphasis is placed on business travel; international customs; meetings and conferences; reference resources; office communication; and records management, both paper based and electronic. Students will develop team-building skills, exercise critical-thinking and problem-solving skills, and participate in constructive classroom interaction.

#### REAS1001 Foundations of Legal Research 42.0 Hours

Research skills are integral to the decision-making process in legal firms and corporations. This course examines the legal research skills required to efficiently and effectively locate and evaluate primary and secondary information. Various research media, including texts and databases are utilized to integrate research and decision-making skills, ensuring students have practical experience with the complete research process: from identifying an information need to developing a research plan to conducting basic legal research of statutes, regulations, and case law.

### **Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.*