

## 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>	2017-2018
<b>Location:</b>	Barrie, Owen Sound
<b>Start:</b>	Fall (Barrie, Owen Sound), 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;
- apply basic entrepreneurial strategies to identify and respond to new opportunities.

### **The Program Progression:**

Fall Intake - Barrie, Owen Sound

Sem 1	Sem 2	Sem 3	Sem 4
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Fall	Winter	Fall	Winter
2017	2018	2018	2019

Winter Intake - Barrie

Sem 1	Sem 2	Sem 3	Sem 4
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Winter	Summer	Fall	Winter
2018	2018	2018	2019

### **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.georgiancollege.ca/admissions/credit-transfer/>

### **Admission Requirements:**

OSSD or equivalent with  
- Grade 12 English (C or U)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: [www.georgiancollege.ca/admissions/policies-procedures/](http://www.georgiancollege.ca/admissions/policies-procedures/)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: [www.georgiancollege.ca/admissions/credit-transfer/](http://www.georgiancollege.ca/admissions/credit-transfer/)

**Graduation Requirements:**

- 19 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 unless otherwise stated on the course outline.

**Mandatory Courses**

- COMP1003 Microcomputer Applications
- COMP1012 Introduction to Business Documentation
- COMP1048 Introduction to Keyboarding
- LAWS1006 Criminal Law
- LAWS1014 Family Law 1
- LAWS1015 Debtor and Creditor/Landlord and Tenant Law
- LAWS2032 Estates Law
- LAWS2039 Family Law 2
- LAWS2040 Corporate and Commercial Law 1
- LAWS2041 Corporate and Commercial Law 2
- LAWS2042 Civil Litigation 1
- LAWS2043 Civil Litigation 2
- LAWS2044 Real Estate Law 1

LAWS2045 Real Estate Law 2  
LAWS2046 Law of Torts and Contracts  
OFAD1001 Office Procedures and Strategies  
OFAD1004 Introduction to Legal Office Administration  
OFAD2014 Bookkeeping for the Office Professional  
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:**

COMP1003 Microcomputer Applications 42.0 Hours

This course will introduce the student to database, spreadsheet, and presentation software. The student will be provided with a working knowledge of the most common business computer application software. This course will provide the student with hands-on learning and independent study.

COMP1012 Introduction to Business Documentation 42.0 Hours

Students develop introductory 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

Students build proficient keyboarding skills, including using correct touch technique. Emphasis is placed on accuracy and efficiency.

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.

LAWS1014 Family Law 1 42.0 Hours

This course identifies the legal relationships of family associations with a focus on spouses, parents and children. Students discuss substantive law and theory while developing the practical skills required of law clerks to assist in the practice of family law in Ontario. The course examines separation, division of property, support obligations, custody, access and divorce court procedures and the preparation of relevant family law documents.

#### **LAWS1015 Debtor and Creditor/Landlord and Tenant Law 42.0 Hours**

This course examines the law and procedures relevant to the relationship of creditor and debtor that may arise in a variety of situations. Students are introduced to debt collection procedures including Small Claims Court actions, enforcing court orders, bankruptcy, residential and commercial landlord and tenant rights and responsibilities and relevant ethical issues. Students prepare various documents required to assist parties in protecting and enforcing their claims, and work with Landlord and Tenant Board forms.

#### **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.

#### **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.

#### **LAWS2039 Family Law 2 42.0 Hours**

Students build upon the knowledge and skills learned in Family Law 1, focusing on recognizing and determining the necessary procedures for addressing family law issues. Using relevant software, students become familiar with and prepare court documents and contracts required in a family law practice. Students examine financial statements, procedures on a property claim, separation agreements, and divorce proceedings. Ethical issues involved with Family Law will be addressed.

P- LAWS1014 Family Law 1

#### **LAWS2040 Corporate and Commercial Law 1 42.0 Hours**

Students cover the laws 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 and organizing a non-offering Ontario corporation. Incorporation of a federal non-offering

corporation is also reviewed. Students prepare different types of documents, forms and records relevant to business organizations.

#### LAWS2041 Corporate and Commercial Law 2 42.0 Hours

This course is a continuation of Corporate and Commercial Law I, and focuses on the maintenance of corporations and the roles of directors, officers and shareholders. Corporate restructuring, financing and dissolution will be examined along with the Personal Property Security Act and the rights and remedies of secured and unsecured creditors. The purchase and sale of a business and the Bulk Sales Act will be covered, along with ethical issues involved in corporate law.

P- LAWS2040 Corporate and Commercial Law 1

#### LAWS2042 Civil Litigation 1 42.0 Hours

This course introduces the student to the civil litigation process in Ontario, beginning with an overview of the process from the commencement of proceedings to the end of the trial. Students examine in detail the civil process from commencement of proceedings through to the close of pleadings, including the Rules of Procedure, document preparation and practical tasks performed by law clerks such as opening files and client interviews.

#### LAWS2043 Civil Litigation 2 42.0 Hours

This course is a continuation of Civil Litigation I, examining in detail the rules and procedures, documents and preparation involved with discovery and trial in court process in Ontario. In addition, this course covers special procedures including the simplified rules of procedure, case management and mandatory mediation, and the commencement of the appeal process. Ethical issues involved in civil litigation will be reviewed.

P- LAWS2042 Civil Litigation 1

#### LAWS2044 Real Estate Law 1 42.0 Hours

Students cover legal concepts and principles relevant to the practice of real estate law in Ontario. Students are introduced to the Ontario land registration systems and specific interests in land. Topics include estates and interests in land, government controls on land disposition and use, relevant statutes, title searching in the Land Titles and Registry systems, mortgages and liens, residential tenancies, and condominiums. Students will be introduced to Teraview software. Students become familiar with the terminology and documentation used in real estate practice.

#### LAWS2045 Real Estate Law 2 42.0 Hours

This subject is a continuation of Real Estate I and examines the procedural steps involved with a standard residential real estate transaction, including mortgages, from receipt of the agreement of purchase and sale to its completion. Using appropriate software, students will draft and review typical documents, correspondence and forms involved with the purchase and financing of residential real estate, including

condominiums and recreational property. Ethical issues involved with real estate law will be examined.

P- LAWS2044 Real Estate Law 1

LAWS2046 Law of Torts and Contracts 42.0 Hours

This course covers two basic areas of law: contracts and torts. Contracts are fundamental to commerce. This segment of the course examines the basic elements required for the formation of a valid contract, the essentials for drafting simple contracts, different types of contracts, and remedies for breach of contract. The segment dealing with torts introduces students to the law of torts, including negligence and intentional torts. Relevant ethical issues will be discussed.

OFAD1001 Office Procedures and Strategies 42.0 Hours

Students are introduced to 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.

OFAD2014 Bookkeeping for the Office Professional 42.0 Hours

Students are provided with knowledge of basic accounting practices in accordance with Generally Accepted Accounting Principles (GAAP). Students are taught the steps of the accounting cycle leading to the preparation of financial statements within a service business context. Included are topics such as preparing journal entries, posting to the ledger, the trial balance, payroll, bank reconciliations and HST remittance.

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.*