

LAW CLERK

Program: LCLR

Credential: Ontario College Diploma

Delivery: Full-time

Work Integrated Learning: 1 Field Placement

Length: 4 Semesters

Duration: 2 Years

Effective: Fall 2018, Winter 2019

Location: Barrie (Fall, Winter), Owen Sound (Fall)

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:

1. communicate effectively, orally and in writing, using accurate legal terminology;
2. apply time management and organizational skills to meet the time lines and limitation periods within a legal environment;
3. assist in advocacy procedures in courtroom and tribunal appearance;
4. utilize information technology resources and skills appropriately within the legal environment;
5. employ knowledge and substantive law within the role of the law clerk;
6. employ knowledge and legal procedures within the role of the law clerk;
7. adhere to the legal profession's principles of ethics and conduct;
8. contribute to preliminary research of legal information, using traditional and electronic resources;
9. use office skills to support the operation of a legal office;
10. develop strategies for ongoing professional development to enhance competence;
11. employ environmentally sustainable practices within the profession;
12. apply basic entrepreneurial strategies to identify and respond to new opportunities.

The Program Progression

Fall Intake - Barrie, Owen Sound

- **Sem 1:** Fall 2018
- **Sem 2:** Winter 2019

- **Sem 3:** Fall 2019
- **Sem 4:** Winter 2020

Winter Intake - Barrie

- **Sem 1:** Winter 2019
- **Sem 2:** Summer 2019
- **Sem 3:** Fall 2019
- **Sem 4:** Winter 2020

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 Program 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.

Program Tracking

Semester 1		Hours
Program Courses		
COMP 1012	Introduction to Business Documentation	42
COMP 1048	Introduction to Keyboarding	42
OFAD 1001	Office Procedures and Strategies	42
REAS 1001	Foundations of Legal Research	42

Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 2		
Program Courses		
COMP 1003	Microcomputer Applications	42
LAWS 1006	Criminal Law	42
LAWS 1014	Family Law 1	42
LAWS 1015	Debtor and Creditor/Landlord and Tenant Law	42
OFAD 1004	Introduction to Legal Office Administration	42
Communications Course		
Select 1 course from the communications list during registration.		42
Hours		252
Semester 3		
Program Courses		
LAWS 2039	Family Law 2	42
LAWS 2040	Corporate and Commercial Law 1	42
LAWS 2042	Civil Litigation 1	42
LAWS 2044	Real Estate Law 1	42
OFAD 2014	Bookkeeping for the Office Professional	42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 4		
Program Courses		
LAWS 2032	Estates Law	42
LAWS 2041	Corporate and Commercial Law 2	42
LAWS 2043	Civil Litigation 2	42
LAWS 2045	Real Estate Law 2	42
LAWS 2046	Law of Torts and Contracts	42
General Education Course		
Select 1 course from the general education list during registration.		42
Field Placement		
LAWS 2037	Law Clerk Field Training	84
Hours		336
Total Hours		1092

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.