

LAW CLERK DIPLOMA

Course Length: 52 Weeks

OBJECTIVE

This program provides an overview of legal principles, practices, and procedures involved in the legal practice. Areas of study include law office procedures, English communication and writing, legal computer applications, legal theory, and the practical application of law Clerk responsibilities in various law settings. Each module equips students with legal information they will use to assist clients who need help with a variety of legal services under the supervision of a practicing lawyer. Graduates will be prepared to work in law offices, legal departments of many organizations in several sectors.

Occupational Requirements: Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Working with others, Significant use of memory, Finding information, Computer use, Continuous learning

- IS 108 LEGAL COMPUTER AND APPLICATION [SYSTEM AND COMPUTER INTRO] 1 Week**
This course is an introduction to Windows® operating system and application software packages. Topics include an introduction to MS Windows, accessing email, network drives and printers as well as basic file management.
- LA 260 INTRODUCTION TO THE LEGAL SYSTEM 2 Weeks**
This course provides a comprehensive introduction to Canadian Law and legal institutions. The basic understanding of how political and legal systems operate and the fundamental information necessary to further expand on complex principles and issues will be covered. This subject will explore the history and institutions of the Canadian legal system (Common Law and Civil Law Systems) and introduce the legal terminology and principles basic to the major areas of private, public, procedural and substantive law. Students will be introduced to Constitutional/Charter Issues.
- LA 290 LEGAL RESEARCH AND WRITING 3 Weeks**
Students will complete a variety of projects that are typical of a legal office. Students will be introduced to the main components of legal research such as learning how to research and update statutes, regulations, and case law through paper and electronic means. In addition, students will learn how to interpret and apply statutes, regulations, and case law. Word processing and dicta skills will be used. **Quicklaw** online sources are included.
- PL 210 EMPLOYMENT LAW 3 Weeks**
This course in Employment Law is concerned with regulation of the individual employment relationship through the common law and statutory regimes. This course introduces students to individual employment law as well as the acts affecting employment.
- LA 250 LEGAL AND COMPUTER APPLICATION [Microsoft WORD 2007] 3 Weeks**
This course focuses on the use of a word processing application and its uses in the legal office environment. Topics include formatting text and documents, creating and formatting tables, working with graphics, integrating information with other programs, managing styles and templates, working with columns, merging documents, file management techniques, and creating forms.
- PD 200 CLIENT SERVICES / CAREER DEVELOPMENT SEMINAR 1 Week**
This course provides a critical examination of issues embedded in the practice of providing client service. Topics include research about best practice in the legal field. This course deals with the development of the student's career path, including job search skills
- LA 135 WILLS AND ESTATES 2 Weeks**
This course provides instruction in the law governing wills and estates. Topics include the preparation of wills, the powers and duties of lawyers and executors, administration of wills, and beneficiary administration as well as an exploration of estate planning, estate management and estate proceedings. Student will be able to prepare paperwork required for wills and estate planning.

LA 241 REAL ESTATE

4 Weeks

This course provides instruction in the laws governing real property and the purchase and sale of real property. Topics include the nature of real property, the purchase and sale of real property, mortgages, and the documentation and correspondence relating to the purchase and sale of real estate. Students will be exposed to the process of registration of real property and registry act. Student will also gain knowledge on how to search title and survey land. **Conveyancer** software will be used extensively.

LA 208 FAMILY LAW

4 Weeks

This course provides instruction in family law and the application of the various laws. Topics include the components of marriage and divorce, property division and support, the relationship of children to family law, and the documentation and procedures related to family law. **DivorceMate** software will be used.

LA 131 LITIGATION

4 Weeks

This course provides practical instruction in litigation and the application of tort laws. Topics include the foundations of the legal system, civil procedures and compensation, negligence and unintentional torts, intentional torts, Legal Aid, and the preparation of documentation related to litigation.

IS 110 LEGAL COMPUTER AND APPLICATION [EXCEL]

3 Weeks

This course presents the practical application of the concepts and features of a spreadsheet package using **Microsoft® Excel 2007**. Topics include using and managing worksheets and workbooks; applying formatting and style features; working with data, formulas, and functions; managing charts and graphics; and integrating with other programs.

LA 210 LEGAL BILLING

1 Week

This course provides instruction on how to apply online computerized billing on behalf of lawyers and their law firms. Topics also include tariff fees, tier systems, and hourly rates that lawyers, law clerks, junior lawyers and students-at-law can bill under the Legal Aid Program

LA 200 COMPUTERIZED BILLING

3 Weeks

Students will learn basic accounting terminology and accounting principles (e.g. financial and record keeping obligations). Students will be introduced to obligations/differences regarding general accounts and trust accounts as well as the understanding and maintenance of accounting ledgers, journals, financial statements, bank reconciliations and the calculation of GST. Students will learn the following abilities: to adjust entries, prepare a trial balance using **PC Law®** software.

LA 171 PRESENTATION SKILLS AND SOFTWARE

2 Weeks

This course provides the study of the principles and features of a good presentation. **Microsoft® PowerPoint 2007** is the delivery platform for the presentations. Topics include good public speaking skills as well as creating and modifying presentations; applying formatting techniques; working with charts, objects, and graphics; managing templates; automating slide shows; sharing presentations with programs; working with interactive slide shows; and using the Web for presentations.

LA 161 CORPORATE LAW

3 Weeks

This course provides instruction in corporate law, which governs the formation and operation of business organizations. Topics include the organizational structure of businesses, the responsibilities and liabilities of corporations, directors, and shareholders, and the administration of corporate law. This course also introduces students to the Ontario Corporation Act and the Business Act. Students will examine financing issues, bankruptcy, shareholders agreements, purchases and the sale of businesses. They will also be able to distinguish between an Ontario corporations verses a Federal corporation.

PL 140 CONTRACT LAW

3 Weeks

Students are given an overview of the common law of contracts and the necessary elements to a valid contract (e.g. intention, offer, acceptance, consideration legality and form). The concepts of offer and acceptance, consideration, conditions, warranties, implied terms, material breach, and damages are explored in depth. In addition, students will gain an understanding of privacy of contract, the assignment of contract rights Students learn how to prepare a simple contract, and how to avoid issues of capacity, undue influence, conflict of interest, misrepresentation, and various contractual defects.

LA 102 LEGAL OFFICE PROCEDURES

4 Weeks

This course provides an introduction to the office practices and procedures of legal firms. Topics include the legal environment, reception duties, the management of work and time, records management, document preparation, billing procedures, intermediate MS Outlook, and an introduction to legal research on the Internet. Legal software is introduced during this study.

EN 101 ENGLISH AND COMMUNICATION

2 Weeks

This course integrates the review and refinement of basic English grammar, punctuation, and word usage skills with the composition of effective basic business letters and memos. Topics include grammar, word usage, the mechanics of writing, and writing styles.

WE 194 INTERNSHIP

4 Weeks

The internship component of the program is the practical application of a student's knowledge and skills in an industry environment. The industry shall be directly related to the student's program of study. The internship requires full-time day attendance working in the industry setting. The duration of the internship is four weeks, during which the student must satisfactorily complete a minimum of 100 hours of work experience.