

Area of Interest: Public Safety and Legal Studies

## Law Clerk

Ontario College Diploma

Program Code: 0220X01FWO

2 Years

Ottawa Campus

### Our Program

#### Launch your legal career.

In the two-year Law Clerk Ontario College Diploma program, you study a broad range of legal topics and processes to prepare you for a career as a legal assistant or law clerk.

This program prepares you for administrative work in an office environment where you work independently under the general direction of a lawyer, or as part of a legal services team. Learn from dedicated faculty who ensure that your skills surpass industry standards.

As a student, you develop and practise the skills that are essential for a successful career, including:

- paying attention to details and independently following instructions
- organizing client files and managing deadlines
- interviewing clients
- performing general office procedures
- working with legal software to compile information and prepare documents
- compiling evidence and documentation
- maintaining corporate documents and filings
- entering data in legal forms and drafting routine correspondence
- preparing briefs
- learning about family, estates, civil litigation, corporate, administrative and real estate law practices
- engaging in civil litigation and research

Benefit from the ability to participate in an off-site field placement or in an in-class workplace simulation. These experiences give you real-world experience and an opportunity to practise your skills.

Graduates have the skills and flexibility to apply their knowledge in a variety of entry-level law clerk positions within:

- law offices
- corporations
- government legal departments and agencies
- financial institutions
- court and registry offices

**SUCCESS FACTORS**

This program is well-suited for students who:

- Possess excellent interpersonal and human relations skills.
- Are organized, detail-oriented and flexible.
- Work well under pressure.
- Have a strong literacy and communications background.
- Have a high standard of ethics.

**Employment**

Graduates have the skills and flexibility to apply their knowledge in a variety of entry-level law clerk positions within law offices, corporations, government legal departments and agencies, financial institutions, court and registry offices.

The descriptions of legal skills, responsibilities, and settings indicate the abilities and environment in which the graduate may generally work and are not intended to imply that the law clerk is practising law.

**Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- Support the needs of clients and legal professionals through the use of accurate terminology and professional communication strategies, both orally and in writing.
- Complete all work within routine and unexpected time lines and limitation periods within the legal environment.
- Use current and relevant electronic and print resources, within the legal environment, to conduct legal research, to assist with file and evidentiary management, to facilitate communication and generate legal documentation, complying with current regulations and procedures.
- Research and summarize the presenting legal issues, applying knowledge of substantive law, to support the legal team.
- Apply rules of procedure to support best legal practices.
- Conduct oneself professionally in adherence to the guidelines of the Law Society of Ontario.
- Carry out clerical and administrative duties for the operation of a variety of legal environments.
- Outline strategies for ongoing professional development to ensure continuing competence as a Law Clerk.
- Act equitably and justly with diverse populations.
- Provide support for legal professionals in courts and administrative tribunals within the legal system.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

**Program of Study**

<b>Level: 01</b>	<b>Courses</b>	<b>Hours</b>
ENL1962	English Fundamentals	42.0
GEN1001M	Ethics: What Is the Big Deal?	42.0
LAW1706L	Torts and Contracts	42.0
LAW2208L	Legal Fundamentals for Law Clerks	42.0
LAW2245L	Legal Research I	28.0
LAW2265L	Legal Computer Applications I	42.0
<b>Level: 02</b>	<b>Courses</b>	<b>Hours</b>
ENL1813B	Communications I	42.0
LAW2222L	Civil Procedures I	56.0
LAW2230L	Residential Tenancies and Commercial Leasing	42.0
LAW2260L	Legal Research II	42.0
LAW2270L	Legal Computer Applications II	42.0
<b>Choose one from equivalencies:</b>	<b>Courses</b>	<b>Hours</b>
GED0220	General Education Elective	42.0
<b>Level: 03</b>	<b>Courses</b>	<b>Hours</b>
LAW0032L	Real Estate Procedures	56.0
LAW0033L	Corporate Law	56.0
LAW0042L	Legal Computer Applications III and Evidentiary Management	28.0
LAW2206L	Family Law	42.0
LAW2232L	Civil Procedures II	56.0
<b>English General Education Elective: choose 1</b>	<b>Courses</b>	<b>Hours</b>
ENL1725	Canadian Identity	42.0
ENL1726	Symbols, Text and Meaning	42.0
ENL1798	Contemporary Canadian Issues	42.0
ENL1825	Communication Dynamics	42.0
ENL1829	The Art of Oratory	42.0
<b>Level: 04</b>	<b>Courses</b>	<b>Hours</b>
ACC2292L	Legal Accounting	42.0
LAW2207L	Administrative and Federal Court Practice	56.0
LAW2234L	Civil Procedures III	56.0
LAW2254L	Estate Administration and Procedures	56.0

Elective: choose 1	Courses	Hours
FLD0013L	Law Clerk Field Placement	56.0
LAW0043L	Law Clerk Work Practicum	56.0

## Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator> .

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro> .

Fees are subject to change.

Additional program related expenses include:

- Books and supplies cost approximately \$1,300 per year and can be purchased at the campus store.
- Printing costs of approximately \$50 per term.

## Admission Requirements for the 2024/2025 Academic Year

### College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change) will be charged.

### Program Eligibility

- English, Grade 12 (ENG4C or equivalent).
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service (Academic) Overall band of 6.0 with a minimum of 5.5 in each band; OR TOEFL-Internet-based (iBT) Overall 80, with the minimum of 20 in each component: Reading 20; Listening 20; Speaking 20; Writing 20; OR Duolingo English Test (DET) Overall 110, minimum of 110 in Literacy and no score below 95.

Not sure if you meet all of the requirements? Academic Upgrading may be able to help with that: <https://www.algonquincollege.com/access/> .

Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English.

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### Application Information

#### LAW CLERK Program Code 0220X01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/> .

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information: <https://algonquincollege.force.com/myACint/> .

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Contact: <https://www.algonquincollege.com/ro>

## Additional Information

Students seeking exemptions or Advanced Standing for courses in the program should consult with the coordinator of the program prior to taking the course to determine whether the course content of the proposed transfer credit matches the course outcomes of the course in the program of study. While courses may have similar titles, it is not to be assumed that credit is granted. Course outlines, as well as course descriptions need to be assessed to determine transferability of credit. A minimum grade requirement is applicable.

The Law Clerk program prepares you for assisting lawyers with legal administrative work. If you enjoy advocating for others and are entrepreneurial, you may wish to consider Algonquin College's Paralegal Ontario College Graduate Certificate program.

**Note:** Courses may be scheduled at any time between 8 a.m. and 10 p.m.

**Note:** A Criminal Records Check may be required for placement and employment purposes.

## Contact Information

### Program Coordinator(s)

- Marcia Green, <mailto:greenm@algonquincollege.com> , 613-727-4723, ext. 5201
- Victoria Barney, <mailto:barneyv@algonquincollege.com> , 613-727-4723, ext. 5110

## Course Descriptions

### ACC2292L Legal Accounting

Students become familiar with the recording of basic accounting transactions in a manual accounting system. Students also learn to set up a reporting system for a law firm, as well as record transactions using legal accounting software. Some basic skills using spreadsheet software are also covered.

Prerequisite(s): none  
Corerequisite(s):none

### ENL1725 Canadian Identity

Canadian identity is challenging to define, but depictions of our multicultural society are found and explored in our writing. This course explores the importance of writers' perceptions of Canada, how they promote their ideas through publishing, and how those published works have affected Canadian society in recent history. Students are introduced to a wide range of writing with the aim of exploring the theme of Canadian identity while enhancing students' awareness of the ethical considerations necessary for a just society.

Prerequisite(s): none  
Corerequisite(s):none

### ENL1726 Symbols, Text and Meaning

Symbols and text are used to express, evoke, and manipulate an entire range of human emotions and reactions. In this interactive, discussion-based course, students will explore historical and contemporary approaches to using symbols, text, and language in conceptual and contemporary art, graphic design and advertising, poetry and lyrics, and in online technology. Through discussion, analysis, informal debate, and critical thinking, students will explore how symbols and text influence individuals, society and culture.

Prerequisite(s): none  
Corerequisite(s):none

### ENL1798 Contemporary Canadian Issues

A critical understanding of contemporary Canadian issues is vital to being an active member in our

democratic society. Students explore a variety of topics and analyze their ethical implications and relevance to Canadian life. Discussions, debates and other collaborative activities offer opportunities to consider recent controversies from different perspectives, and use of a variety of media (e.g. newspapers, articles, and other resources online) allows for in-depth reflection on the history and current state of a range of social and political topics.

Prerequisite(s): none  
Corerequisite(s):none

### **ENL1813B Communications I**

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and business-writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none  
Corerequisite(s):none

### **ENL1825 Communication Dynamics**

Humans are dynamic, communicative, and socially interactive. Participants consider human behaviour and its influence on interpersonal or impersonal connections with others by exploring theories and ethical considerations of conformity, obedience and persuasion. Special attention is paid to individual inner experiences, thoughts, feelings, emotions and introspections. Role play learning and case studies allow participants to reflect and build upon their own observations and experiences.

Prerequisite(s): none  
Corerequisite(s):none

### **ENL1829 The Art of Oratory**

From ghost stories around the campfire to political speeches by world leaders, ethical oratory plays a significant role in human interaction. Students examine the social significance of public speaking while developing a deeper understanding of the theory, science, elements of form, and persuasive devices underlying this art. Building on their own stories, students prepare, deliver, and critique group workshops, as well as design, deliver, and critique individual presentations.

Prerequisite(s): none  
Corerequisite(s):none

### **ENL1962 English Fundamentals**

Students develop language skills necessary to promote success in program courses and, ultimately, business careers. Students achieve correctness and mastery in writing sentences appropriate to a business environment through the study of English language usage, grammar, mechanics, and style. Skills acquired in these areas enable students to demonstrate competence in composing, editing, and proofreading written messages.

Prerequisite(s): none  
Corerequisite(s):none

### **FLD0013L Law Clerk Field Placement**

Students may have the opportunity to participate in an external field placement, if established criteria are met. Students apply the skills and knowledge acquired in the program to date, while working in a legal office environment. Workplace orientation, client interactions and professional development are also discussed. Upon completion of the placement, students and host-employer provide feedback on the experience.



Prerequisite(s): ENL1813B and ENL1962 and LAW0032L and LAW0033L and LAW0042L and LAW1706L and LAW2206L and LAW2208L and LAW2222L and LAW2230L and LAW2232L and LAW2245L and LAW2260L and LAW2265L and LAW2270L  
Corerequisite(s):none

### **GED0220 General Education Elective**

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none  
Corerequisite(s):none

### **GEN1001M Ethics: What Is the Big Deal?**

A number of high-profile cases during the last decade have increased people's awareness of the significant role played by values and choices in the world of business. Students debate the ethical challenges faced by humans every day, clarify their own ethical values, and acquire a number of decision-making tools and models to guide them when dealing with personal and professional ethical dilemmas.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW0032L Real Estate Procedures**

Students learn the theory behind real estate applications and apply real estate knowledge by preparing a complete client file involving the purchase and sale of a property using specialized legal software and word processing software. Use of electronic title search and registration systems are introduced, as well as the principles of title insurance.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW0033L Corporate Law**

Corporations are a form of business organization recognized and regulated by law. Using applicable legal software, students learn the substantive framework to prepare documents to create corporations, maintain proper corporate records and the procedures to terminate the corporate existence. The legal implications of alternative forms of business organization are explored.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW0042L Legal Computer Applications III and Evidentiary Management**

Students continue towards the development of advanced word processing skills and prepare a variety of documents relevant to the discovery process and other litigation proceedings. By exploring current resources within the legal environment, students learn to apply the best legal practices for evidentiary management.

Prerequisite(s): LAW2265L and LAW2270L  
Corerequisite(s):none

### **LAW0043L Law Clerk Work Practicum**

Students in the final semester of the program, drawing on knowledge attained in previous course work, will participate in weekly practice and office-related tasks while demonstrating adherence to the core Law Clerk themes of attention to detail, time management and professionalism.



Workplace orientation, client interactions and professional development are also discussed.

Prerequisite(s): ENL1813B and ENL1962 and LAW0032L and LAW0033L and LAW0042L and LAW1706L and LAW2206L and LAW2208L and LAW2222L and LAW2230L and LAW2232L and LAW2245L and LAW2260L and LAW2265L and LAW2270L  
Corerequisite(s):none

### **LAW1706L Torts and Contracts**

The study of the principles of tort and contract law provides a foundation for better understanding of a variety of specialized areas of law. Students learn the elements of tort and the concept of negligence. Principles of contract law and the essentials of drafting simple contracts are included.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2206L Family Law**

Law clerks assist lawyers in the preparation of appropriate documentation for the creation, as well as the breakdown of domestic relations through domestic contracts, separation and divorce. Using relevant software, and knowledge of substantive law and procedures, students learn to prepare court documents and contracts for family law matters.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2207L Administrative and Federal Court Practice**

The implementation of a multitude of government policy initiatives and procedures has been delegated to a wide variety of administrative bodies, including boards and tribunals. While identifying the different functions and characteristics of various administrative bodies, students will examine the principles of administrative law, and the interrelationship between these principles and constitutional law. Procedural issues related to bringing matters before boards and tribunals, and subsequent related court challenges, will be examined at both the federal and Ontario levels. Students will also explore the relevant rules of procedures applicable to general federal courts practice.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2208L Legal Fundamentals for Law Clerks**

Students explore Canada's legal system including the legislative process, the jurisdiction of different levels of government, the sources and divisions of law, the federal and Ontario court systems, and the civil and criminal litigation systems. Students examine the importance of the Canadian Constitution and the Canadian Charter of Rights and Freedoms. Through a review of basic concepts and terminology, students gain an understanding of legal relationships, with emphasis on real, personal, and intellectual property concepts.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2222L Civil Procedures I**

Litigation in the civil courts requires an understanding of the jurisdiction and procedural requirements of the numerous courts at the provincial level. Students gain knowledge of relevant documents and procedural rules by attending at court and producing documentation through a variety of simulated exercises.

Prerequisite(s): none  
Corerequisite(s):none

**LAW2230L Residential Tenancies and Commercial Leasing**

Students are introduced to the legislation and contracts which govern the landlord and tenant relationship in both residential and commercial tenancies, as well as the forms and procedures used. The role of the provincial administrative tribunal in residential tenancies and the court system in commercial tenancies is also reviewed.

Prerequisite(s): none  
Corerequisite(s):none

**LAW2232L Civil Procedures II**

Applying the relevant rules of civil procedure, students learn to draft a variety of court documents from the initiation of an action to final disposition or appeal. Principles of file organization, time docketing, categories of costs and calculation of interest are included.

Prerequisite(s): LAW2222L  
Corerequisite(s):none

**LAW2234L Civil Procedures III**

Successful representation of clients in civil cases requires an understanding of how judgments are obtained and enforced. Students learn about collections and the relationship between debtors and creditors, while drafting court documents and preparing forms for the enforcement of court judgments. Through case studies, students are exposed to particular areas of law which may include Small Claims Court procedures, bankruptcy and insolvency, personal injury, insurance and construction law.

Prerequisite(s): LAW2222L and LAW2232L  
Corerequisite(s):none

**LAW2245L Legal Research I**

Effective preparation for court appearances, as well as providing advice to clients requires research of relevant law. Students learn to use traditional and electronic resources to locate primary sources of law. The Court system, sources of law, case citation rules and basic retrieval methods are introduced.

Prerequisite(s): none  
Corerequisite(s):none

**LAW2254L Estate Administration and Procedures**

Administration of an individual's affairs by another can occur at a time of mental incapacity or at death. Students learn the applicable legislation and procedures relating to power of attorney, preparation of wills and the administration of an estate. Procedures in circumstances where there is no will or attorney appointed are also considered.

Prerequisite(s): none  
Corerequisite(s):none

**LAW2260L Legal Research II**

Effective preparation for court appearances, as well as providing advice to clients requires research of relevant law. Students learn to use traditional and electronic resources to conduct research. Analysis of primary sources of law, use of secondary sources of law, briefing of cases and preparation of research memoranda are introduced.

Prerequisite(s): LAW2245L  
Corerequisite(s):none

**LAW2265L Legal Computer Applications I**

Students learn the essentials of the computer operating system, presentation software, spreadsheet application software, personal information management software and word processing software. Students prepare a variety of documents relevant to the work of legal professionals. Emphasis is placed on instructions, formatting, accuracy, proofreading, time management and production. Students work to achieve a minimum keyboarding speed of 40 words per minute.

Prerequisite(s): none  
Corerequisite(s):none

### **LAW2270L Legal Computer Applications II**

Students continue to develop their skills using word processing software. Using advanced word processing software functions, students prepare a variety of documents relevant to the work of legal professionals. Emphasis is placed on instructions, formatting, accuracy, proofreading, time management and production. Students work to achieve a minimum keyboarding speed of 50 words per minute.

Prerequisite(s): LAW2265L  
Corerequisite(s):none