

LAWS222 - Creditor's Rights

This course is a continuation of the Contract Law course specifically focusing on the debtor-creditor relationship, a relationship established by contract law.

LAWS285 - Real Estate Law & Title Searching

LAWS192 and LAWS285 introduce basic law and procedure relevant to the transfer of real property in the land registration systems. LAWS285 concentrates on the procedures involved in searching titles in the Registry system, the Land Titles system and the automated POLARIS search system. Each student completes, with supervision, one Registry search simulation and 1 automated search, each including an adjoining land search. Students will work on Teraview search on line software in a lab setting.

LAWS286 - Corporate Law

This course provides a general introduction to foundational concepts, principles and policies, together with substantive and procedural issues presented by the incorporation, organization and maintenance of a business corporation, pursuant to the laws and regulations of Ontario and Canada.

LAWS327 - Working in an Online Environment

Laws 327 introduces law clerks to skills necessary for working in an online law-related environment. Laws 327 focuses on electronic, legal research skills and on the procedures relating to the electronic registration of land in Ontario. The electronic, legal research component of Laws 327 explores legal resources on the Internet and on Quicklaw, a fee-based database. The electronic registration, training component of Laws 327 is based on current Teraview software.

LAWS335 - Family Law

This course provides an introduction to foundational concepts, principles and policies together with substantive and procedural issues presented in family law in the Province of Ontario.

LAWS336 - Advanced Real Estate

Laws 336 provides an introduction to both the law and procedure relating to a routine residential real estate transaction in Ontario.

LAWS425 - Criminal Law

This is a core subject introducing the legal theory and procedure necessary to understand the mechanics of criminal law.

LAWS463 - Landlord and Tenant Law

This course is designed to provide a basic understanding of the landlord and tenant relationship, to introduce the student to legislation concerning residential premises, to become familiar with the procedure involved in landlord and tenant disputes and rent review applications, to become familiar with aspects of the law concerning commercial tenancies to the extent necessary to take instructions related thereto.

LAWS465 - Legal Applications

Laws 465 is designed to develop an increased appreciation of and competence in computer applications in the legal field. The course provides a practical study of computer applications and survey of software in selected areas of law and practice.

Application Procedure

In order to apply for admission to this program an applicant must complete an "Application for Admission to Ontario Colleges of Applied Arts and Technology" form and submit this form to the:

Ontario College Application Services
P.O. Box 810, Guelph, Ontario, N1H 6M4
1-888-892-2228

Application Forms and Applicant Guidebooks are available at Ontario Secondary Schools, at Ontario Colleges of Applied Arts and Technology and at the Ontario College Application Services office.

Admission to the College

Complete information concerning admission to programs at Fanshawe College may be found in the Central Admission Publication located in the Office of the Registrar, Fanshawe College.

The College reserves the right to make changes in the information in this brochure without prior notice.

The College reserves the right to cancel at any time a program, course, program major or option, change the location and/or term in which a program or course is offered, or withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the College exercises such right, the College's sole liability will be the return of any monies paid by the applicant or student to the College.

This brochure is available in alternative formats, upon request, for persons with disabilities.

For further information on admission and registration, contact:
Office of the Registrar, (519) 452-4277

For further specific program information, contact:
Business Studies Division: (519) 452-4290

Fanshawe College
1460 Oxford St. E. P.O. Box 7005
London, ON, N5Y 5R6

www.fanshawec.on.ca

Fanshawe COLLEGE

Law Clerk



Community Driven...
Student Focused

Law Clerk

A Co-Operative Education Program (Optional)
 A Two Year Diploma Program
 Program Code: LCK1 Campus Code: LC
 LC: September/January Admission
 Business Studies Division: (519) 452-4290
 Average Salary: \$22,731

Current Grade 9 and Grade 10 Secondary School students considering admission to this program for September, 2003 and beyond should consult the 2001/2002 Fanshawe College Program Guide for the academic admission requirements for 2003/2004.

This two-year, optional co-operative, diploma program is designed to prepare students to function as law clerks under the general supervision of lawyers in legal and other law related fields. The emphasis is on performing routine legal and administrative duties and assisting lawyers with more complex work in a law practice, e.g., searching titles, preparing trial documentation, estate administration, drafting corporate documents, and interviewing witnesses. Law Clerks may appear in lower courts e.g., Small Claims Court, or arrange trial dates, adjournments and remands.

Career Opportunities

Law Clerk graduates find employment opportunities in law firms, court offices, registry offices, land titles offices, real estate, trust, mortgage, insurance companies, banking, business, and the Federal, Provincial and Municipal Governments.

LCK11	Level 1	Hrs/Wk
COMM112	Communication for Law Clerks	3.0
COPT151	Computer Applications Level I	3.0
LAWS118	Introduction to Legal Materials	4.0
LAWS144	Contract Law	4.0
LAWS157	Civil Procedure	4.0
LAWS192	Introduction to Real Estate	4.0
-----	General Education Elective	3.0

LCK12	Level 2	Hrs/Wk
COMM212	Communications for Law Clerks	3.0
LAWS156	Introductory Estates	4.0
LAWS222	Creditor's Rights	4.0
LAWS285	Real Estate Law and Title Searching	4.0
LAWS286	Corporate Law	4.0
-----	General Education Elective	3.0

LCK13	Level 3	Hrs/Wk
FINA104	Investment Fundamentals	3.0
LAWS221	Advanced Estates	4.0
LAWS335	Family Law	4.0
LAWS336	Advanced Real Estate	4.0

LCK14	Level 4	Hrs/Wk
ACCT420	Accounting Records - Legal	4.0
COMM417	Communication for Law Clerks	3.0
LAWS425	Criminal Law	4.0
LAWS463	Landlord and Tenant Law	4.0
LAWS465	Legal Applications	3.0

General Education Elective

General Education elective courses are designed to provide benefits to the learner's personal growth and enrichment, informed citizenship and working life. Students select courses from among eight broadly defined subject areas: work and the economy, understanding technology, understanding science, social understanding, personal development, cultural understanding, civic life and aesthetic appreciation.

Program Eligibility Criteria

Required Academic Preparation

OSSD with courses at the General Level with:

- Grade 12 English

Or

BTSD-Level 4 Certificate

Or

Ontario High School Equivalency Certificate (GED)

Or

Mature Applicant with standing in the required course stated above

Recommended Academic Preparation

- Grade 11 or Grade 12 Law

Recommended Personal Preparation

- Students should possess excellent language skills.
- Students should develop a high degree of responsibility, maturity, conscientiousness, and the ability to work independently with little supervision.
- Students should speak to a law clerk or lawyer to acquire some knowledge of the duties of a law clerk.

Applicant Selection Criteria

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

- Preference for Permanent Residents of Ontario.
- Receipt of Application by February 1st.
- Achievement in the required academic preparation.
- Achievement in the recommended academic preparation.

Notes:

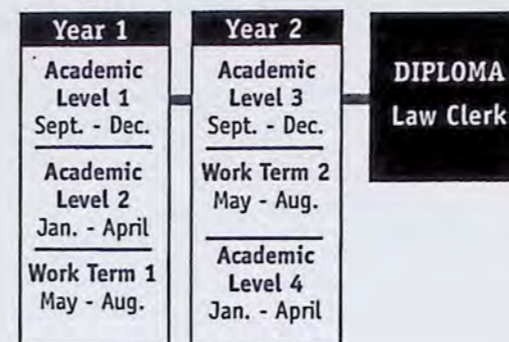
- Students may be required to take evening as well as day classes.
- Level Three of the Law Clerk program is offered both in the Fall Term and the Winter Term. While each student's preference for registration will be considered, it may not be possible for all students to register in Level Three in their first choice of Term. It may be necessary for some students to register in the alternate Term.

Approximate Costs (2000/2001)

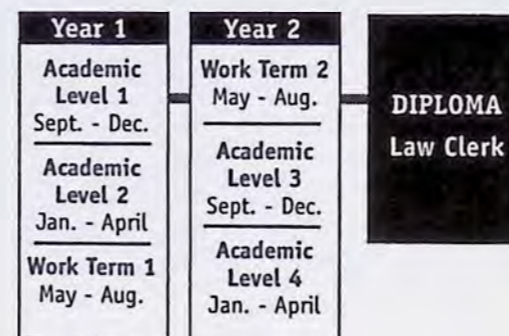
Fees for:	Levels 1 & 2	Levels 3 & 4
	\$2143.90*	\$2143.90*
Books and Supplies:	\$ 870.00	\$ 560.00

*additional fees are required for the co-op option

Program Progression



OR



Course Descriptions

ACCT420 - Accounting Records - Legal

Accounting 420 consists of learning fundamental accounting principles as well as gaining hands on experience with a legal accounting software package called PC Law Jr. The accounting portion of this class is worth 60%, and the software portion worth 40%.

COMM112 - Communication for Law Clerks

This course will develop students' writing, analytical, research and interpretive skills through the study of composition, literature(non-fiction and fiction)and film. Some legal issues will be explored as they are represented in literature and film. One hour a week will be spent in a computer lab.

COMM212 - Communications for Law Clerks

This integrated language and literature course focuses on the analysis of prose, fiction, and law-related materials. One hour a week in the computer lab allows students to word-process their compositions through advanced editing tasks, use of graphics, and formatting features.

COMM417 - Communication for Law Clerks

This final semester communication course attempts to integrate the language and communication skills acquired in the Legal Assistant program through oral assignments including informative and persuasive presentations.

COPT151 - Computer Applications Level I

Students will be introduced to software applications used in the workplace. The fundamentals of the Windows operating system, Microsoft Word, Microsoft Excel, and the Internet are introduced.

FINA104 - Investment Fundamentals

This general education course will examine the operation and instruments of the Canadian capital markets with special emphasis on the role of direct and indirect investment by individuals. Students will be introduced to the practical and theoretical aspects of investment management. General education objectives include assisting students to become more knowledgeable investors and consumers of financial services.

LAWS118 - Introduction to Legal Materials

This course is designed to develop an understanding of the nature and sources of law, to develop an understanding of the use of primary and secondary legal source material, to familiarize the student with the use of a law library to the extent necessary to take instructions and to assist in legal research by locating and updating relevant legal material.

LAWS144 - Contract Law

This is a core subject introducing much of the legal theory necessary to understand the mechanics of contract law.

LAWS156 - Introductory Estates

This course introduces the student to the law and procedure relating to the administration of deceased persons' estates.

LAWS157 - Civil Procedure

This course is designed to provide a basic understanding of the rules of civil procedure and the necessary skills to assist in the processing of the various steps involved in a civil action, including drafting various documents required for civil litigation. Topics include commencing the action in the Superior Court of Justice (formerly the General Division), service of documents, pleadings, default proceedings, motions, discovery, listing for trial, orders and costs.

LAWS192 - Introduction to Real Estate

This course provides a general introduction to selected, foundational, legal concepts, principles and policies together with basic law, procedure and practical skills relevant to the conveyancing of real property in the province of Ontario.

LAWS221 - Advanced Estates

This course is designed to teach students the necessary skills to assist their principal in the Administration of an average estate and to understand the primary rules of the estates, trusts, and taxation fields, and the application of these matters to hypothetical fact situations.