

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

Court and Administrative Tribunal Agent

A Post-Graduate Program



*Community Driven...
Student Focused*

Court and Administrative Tribunal Agent

A One Year Post-Graduate Certificate Program
 Program Code: CAT1 Campus Code: LC
 LC - London September Admission
 Business Studies Division: (519) 452-4290
 Average Salary: N/A

Focus on those areas of law in which an agent may represent a client either in court or before an administrative tribunal. Courses will focus on the relevant legislation and develop, within the student, the requisite advocacy skills necessary to practice in these areas of the law. Topics include provincial offences, criminal summary convictions, small claims court, and the Tenant Protection Act. Throughout the program the student will be exposed to a number of issues regarding the professional conduct and their obligations both to the court and the client.

CAT11	Level 1	Hrs/Wk
ENGL520	Critical Thinking, Reading and Speaking	3.0
LAWS520	Principles of Advocacy I	4.0
LAWS527	Legal Research	3.0
LAWS528	Pro Conduct, Ethics and Small Bus Mgmt	3.0
LAWS529	Tort Law	3.0
LAWS530	Personal Injury and Accident Benefits	4.0

CAT12	Level 2	Hrs/Wk
LAWS620	Principles of Advocacy 2	3.0
LAWS621	Administrative Law	3.0
LAWS624	Provincial Offences and Small Claims Court	4.0
LAWS626	Immigration Law	3.0
LAWS627	Debt Recovery and Consumer Legislation	3.0
LAWS628	Alternative Dispute Resolution	4.0

Program Eligibility Criteria

Required Academic Preparation

A Law Clerk Diploma
 Or
 An equivalent qualification from another institution
 Or
 Mature Applicant with background and experience judged by the College to be equivalent to the above

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.

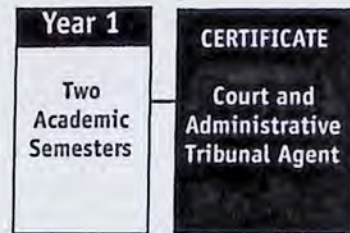
Note:

Applications received by February 1st will be guaranteed consideration. Applications received after February 1st will be considered only if places remain available in the program.

Approximate Costs (2000/2001)

Fees: Levels 1 & 2
 \$2654.00
 Books and Supplies: \$ 370.00

Program Progression



Course Descriptions

ENGL520 - Critical Thinking, Reading and Speaking

This course is designed to enhance the student's skills in critical thinking, argumentative reasoning, evaluation, and persuasive writing and speaking.

LAWS520 - Principles of Advocacy I

This course will provide an introduction to the art, skill and science of trial advocacy. The student will be instructed on the conduct of a trial. Emphasis will be on trial preparation, rules of witness examination, cross examination and evidence. Students will learn the basic theory of trial advocacy in a Small Claims Court, Provincial Offence and Administrative tribunal setting.

LAWS527 - Legal Research

Curriculum is under development

LAWS528 - Pro Conduct, Ethics & Small Bus Mgmt

Curriculum is under development

LAWS529 - Tort Law

The student will develop an understanding of tort law including intentional, unintentional torts and strict liability offences. The student will be provided with practical information on procedure, references and case law within this given area of study. This course is intended to be useful to paralegals who will work exclusively within the area as well as those who will be required from time to time for the law firm they are employed or their own practice.

LAWS530 - Personal Injury & Accident Benefits

The students will be introduced to: Bill 59 and Personal Injury Law, including: Statutory Accident Benefits legislation review and practical application; Review of tort law and procedure; Limitations.

LAWS620 - Principles of Advocacy 2

Building on Laws 520 Principles of Advocacy 1, Principles of Advocacy 2 focuses on the practical application of advocacy techniques mastered in the previous level including mock trails and role playing, courtroom procedures, Alternative Dispute Resolution and discussions on legal writing and its importance in the litigation process.

LAWS621 - Administrative Law

This course is designed to give the paralegal an understanding of the rules of natural justice and the laws and procedures applicable when one is dealing with an administrative tribunal rather than in the traditional court system. Persons who are not lawyers are frequently entitled to appear before such bodies, and the paralegal is ideally suited to handle such matters. Advocacy skills and procedures are also emphasized.

LAWS624 - Provincial Offences & Small Claims Court

The student will be involved in dealing with procedural issues involved in the litigation process and well as analyze situations where there is a conflict between statutes within a given jurisdiction.

LAWS626 - Immigration Law

This subject will introduce students to Canadian Immigration and Refugee Law. Students will understand the programs and procedures which will enable individuals and their families to emigrate to Canada successfully. The courses will also examine procedures of the Immigration Refugee Board.

LAWS627 - Debt Recovery & Consumer Legislation

Curriculum is under development

LAWS628 - Alternative Dispute Resolution

There is a growing recognition by the legal community that the adversarial process may, in some cases, be an inadequate means of resolving some disputes. Alternatives to the adversarial approach to dispute resolution, such as mediation, arbitration and conciliation may prove to be a more effective means of reaching a settlement. Students will examine different types of ADR methods and develop the techniques necessary to use ADR effectively.