

# Law Clerk (LCLR) Ontario College Diploma

## PART-TIME

### Frequently Asked Questions

#### **Do I need to apply?**

Part-time students must apply to this program through [ontariocolleges.ca](http://ontariocolleges.ca)  
Use the code LCLX. (This is the program code on OCAS.)

#### **When can I start the program?**

Intakes: September, January

#### **How many courses do I take?**

Full program details can be viewed on the [Program Outline](#).

Graduation requirements

19 Mandatory Courses

2 Communications Courses

3 General Education Courses

1 Field Placement

#### **Can I transfer credits/use prior learning?**

The Credit for Prior Learning centre assists with:

- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

More information on the above options as well as the processes to apply for exemptions, visit the [Credit for Prior Learning webpage](#).

If you have taken courses at Georgian in the past and they qualify for this program, they will automatically apply to your credential. You will see these courses in MyPath.

## How do I know which courses to take?

We have set a schedule up for you – review the Delivery Schedule posted on the program page:

Study Law Clerk part-time

Ontario College Diploma

Learn from professionals in the community. Gain experience during field training. Specialized courses using current industry tools and standards.

Please refer to the [Law Clerk program page](#) for all of the main details, including admissions requirements.

Delivery schedule

Information package

OntarioLearn equivalencies

Take the CareerMatch quiz

View more Business and Management programs

2023-2024 program outline

2022-2023 outline (PDF)

Program outline archive

On this page:

- [Program information](#)
- [Course information](#)
- [How to apply](#)
- [Frequently asked questions](#)
- [Contact us](#)

## How long will it take to complete the diploma?

This varies depending on how many courses you take each semester. Total courses: 24

3 courses per semester: finish in 8 semesters or 2.5 years

Example: Fall-Winter-Summer-Fall-Winter-Summer-Fall-Winter

2 courses per semester: finish in 12 semesters or 4 years

Example: Fall-Winter-Summer-Fall-Winter-Summer-Fall-Winter-Summer-Fall-Winter-Summer

## What happens if I cannot take any courses one semester due to other commitments/circumstances?

You do not have to report or confirm the number of courses you take each semester – this is up to you and you can change the number of courses you take from semester to semester. For example, you can start with 2 courses, then take 3 courses, then take 2 courses, etc. Remember that if you are not able to maintain a minimum 2 courses per semester, it will delay your timeline to completion.

You can take one semester off per year from taking courses if required. If you need an extended time away, please connect with us to discuss.

## Are courses delivered in the evening? Online?

Part-time students enrolled in the Law Clerk Diploma take courses along with the full-time students. There are no courses specifically scheduled in the evening. Typically classes are scheduled during the day. Very few courses are offered online.


## What is the cost of the program?

There is no program fee when studying part-time.

As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.

Payment is per course, as you register. The course fees change year-to-year and course to course.

The best source for accurate fees is to check the [Law Clerk](#) website.



Course information

Course offerings and equivalents

Currently available courses are listed below. Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.

Course title	Course code	OntarioLearn equivalents
<a href="#">Advanced Legal Office Administration</a>	<a href="#">LAWS 2051</a>	
<a href="#">Civil Litigation 1</a>	<a href="#">LAWS 2053</a>	<a href="#">Litigation 1 (ODE)</a>
Civil Litigation 2	LAWS 2043	
<a href="#">Contracts and Torts</a>	<a href="#">LAWS 2046</a>	
<a href="#">Corporate and Commercial Law 1</a>	<a href="#">LAWS 2040</a>	
Corporate and Commercial Law 2	LAWS 2041	
<a href="#">Debtor and Creditor/Landlord and Tenant Law</a>	<a href="#">LAWS 1015</a>	

Each course listed links to course sections with fees:

### Intro Legal Office Admin

LAWS 1023

#### Course description

In this course, students are introduced to basic routines, procedures and documentation in a legal work environment. Students transcribe and correctly format legal documents. Interact with online legal resources and examine Rules of Professional Conduct and associated ethical considerations. Professionalism within the legal workplace is emphasized.

<b>Credits</b>	<b>Course Hours</b>
3	42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

#### Available Courses

Unless stated, the course fees does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

▼ Intro Legal Office Admin - LAWS 1023  
Tuesday, Sept. 5, 2023

INTRO LEGAL OFFICE ADMIN - LAWS 1023  
Fee: \$344.4  
Course registration number: 12231  
Start: Tuesday, Sept. 5, 2023  
End: Friday, Dec. 15, 2023

**Class times**

Days	Times	Building - Room
Monday	9:00 to 11:50 a.m.	A - 254

Campus: Barrie

[Add to cart](#)

**NOTE: Course sections and fees for this program show during the Part-time Credit registration (add/drop) period only.** This date can be found on our website: [IMPORTANT DATES](#)

**PLEASE NOTE:** if you are looking for fees and cannot see any section details, please use our screenshots in the pages below your fee estimate.

The fees for Communications and General Education courses vary. View the course listing for [Communications](#) and [General Education](#).

### **Why do some courses have (ODE) in the name?**

These courses are offered through OntarioLearn. You can find more information on OntarioLearn in the [FAQs](#).

OntarioLearn courses are set up as equivalents to the Georgian College program courses. You can choose to take the ODE courses (when available) or the Georgian program courses.

NOTE: if you are taking courses through **OntarioLearn** you will receive login information via email from the OntarioLearn office.

### **Are part-time students eligible for OSAP?**

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our [Financial Aid page](#).

### **QUESTIONS? We are here to help!**

Tammy Burke-Marson  
Programming Support Assistant  
[tammy.burke-marson@georgiancollege.ca](mailto:tammy.burke-marson@georgiancollege.ca)

Jenny Wilcox  
Program Manager  
[Jenny.Wilcox@georgiancollege.ca](mailto:Jenny.Wilcox@georgiancollege.ca)