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
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:

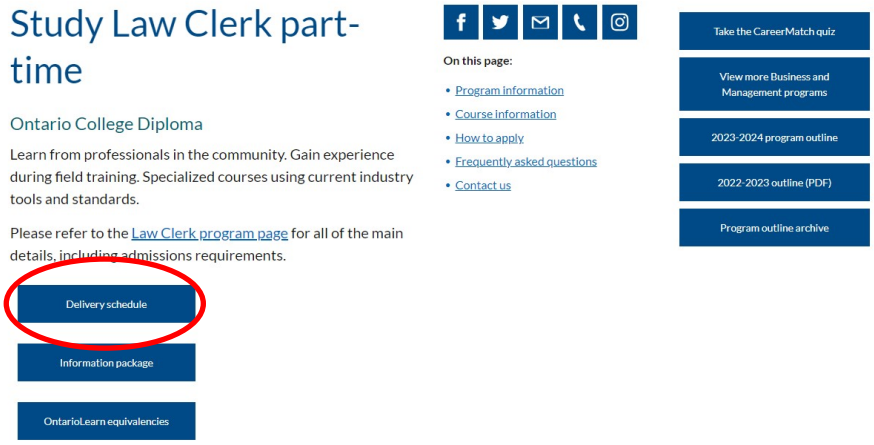
- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

  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:



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
Advanced Legal Office Administration	LAWS 2051	
Civil Litigation 1	LAWS 2053	Litigation 1 (ODE)
Civil Litigation 2	LAWS 2043	
Contracts and Torts	LAWS 2046	
Corporate and Commercial Law 1	LAWS 2040	
Corporate and Commercial Law 2	LAWS 2041	
Debtor and Creditor/Landlord and Tenant Law	LAWS 1015	

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.

Credits
3

Course Hours
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 fee 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!

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