

EXAMS

The Institute of Law Clerks of Ontario exam is available to all students province wide. The examination fee is \$150.00*. Students wishing to take each course exam must complete and submit the exam registration form (found in the course material and online at www.ilco.on.ca) along with applicable fees to ILCO prior to the registration deadline. Membership fees are applicable to obtain and maintain membership.

GRADES

Grade reports are issued by ILCO and students are advised that the grading process may take up to 90 days from the examination date.

ONLINE LEARNING

Online courses are accessible from anywhere in the world and are well suited to those who need a more flexible study schedule. The online learning management system allows students to experience online discussion groups and chat sessions. Students receive personal feedback and individual assessment of assignments.

For information on system requirements for online courses and other information regarding online learning at Humber, visit: onlinelearning.humber.ca, or call 416.675.5049 or 1.877.215.6117

COURSE LOCATION

Humber Institute of Technology & Advanced Learning, North Campus

Three Ways to Register:

Online:
humber.ca/education-training-solutions

By Telephone:
416.675.5005 or 1.877.675.5660

In Person:
Visit our Customer Service and Registration Centre at Humber North Campus, or Humber Lakeshore Campus.

For more program information, visit:
humber.ca/education-training-solutions

CONTACT

ceparttime@humber.ca
416.675.6622 ext.4139 or 4159

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& Advanced Learning, North Campus
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LAW CLERKS

Online Certificate Program 2015-2016



**WE ARE
THE NEXT STEP
IN YOUR CAREER**

LAW CLERKS CERTIFICATE (INSTITUTE OF LAW CLERKS OF ONTARIO) ASSOCIATE LEVEL PROGRAM

Humber Institute of Technology & Advanced Learning, in partnership with the Institute of Law Clerks of Ontario (ILCO) presents the Law Clerks program. This program is designed to enhance the education and skills of law clerks already in the profession, expand the knowledge of experienced legal secretaries and provide the basic academic foundation needed for people with legal experience planning a career as a Law Clerk. These courses are designed to prepare students to write the Institute of Law Clerks of Ontario's Provincial Examinations.

CERTIFICATE CRITERIA

Four Compulsory Courses - ALL ONLINE

COMPULSORY COURSES

LAWC 201 Corporate: Law Clerks
LAWC 202 Estates: Law Clerks
LAWC 203 Litigation: Law Clerks
LAWC 204 Real Estate: Law Clerks

RECOMMENDED:

Two years of related work experience (currently employed as law clerks or legal secretaries). A good command of the written English language. Humber does not confirm the student's eligibility.

CORPORATE: LAW CLERKS

Course: LAWC 201 | Fee: \$545 | Total Hours: 42

The Corporate course examines the various types of business ownerships. The course places particular emphasis on the following topics: the corporate and administrative procedures involved in preparing and filling articles of incorporation; organizing a corporation by way of a minute book; preparing and filing relevant incorporation-related documents that relate to the composition of a corporation i.e. articles of amendment, annual returns, extra-provincial filings, and dissolutions; financing issues and relevant searches; and share purchase agreements. In this area of law, students should be familiar with the Act(s) governing the formation and operation of a corporation.

ESTATES: LAW CLERKS

Course: LAWC 202 | Fee: \$602 | Total Hours: 48

This course deals with the preparation of a Will, Powers of Attorney and the Administration of Estates. This includes the collection, realization and management of the assets of the deceased and after settlement of the debts of the estate, the payment of legacies and the distribution of the residue to beneficiaries. Knowledge of the documents to be filed to obtain the required court grant of letters testamentary, preparation of estate accounts, administration of ongoing trusts and the preparation of income tax returns, and estate related litigation are all areas associated with this field.

For more program information, visit:
humber.ca/education-training-solutions

 ALL COURSES ARE OFFERED ONLINE

LITIGATION: LAW CLERKS

Course: LAWC 203 | Fee: \$894 | Total Hours: 75

Students are introduced to the civil court system and to Common Law and Statute Law. The course includes elements of contract law and to various types of tort (negligence; trespass; assault and battery). The focus is on the law clerk role in the three stages of action:

- Pleading (which students learn to draft)
- Discovery (including E-Discovery)
- Preparation for trial and the conduct of a trial

The course concludes with the appeal process and enforcement of judgments. Students will have a good understanding of the litigation process from the commencement of an action to judgment.

REAL ESTATE: LAW CLERKS

Course: LAWC 204 | Fee: \$689 | Total Hours: 57

This course provides the student with a broad foundation of legal concepts and applications relevant to the legal practice area of residential real estate. All aspects of the basic residential real estate transaction are covered including land division in Ontario, the many faceted land registration system, surveys, title insurance, ownership, the agreement of purchase and sale, the numerous applicable statutes, purchasing, selling, financing, closing the transaction, etc.

