

# Paralegal

<b>Program Locations:</b>	Peterborough
<b>Program Code:</b>	PLG
<b>Co-ordinator:</b>	Diana Collis
<b>Credential:</b>	Ontario College Diploma
<b>Start Dates:</b>	September 04, 2012 - January 07, 2013
<b>Tuition Fees:</b>	\$1,864.70 per semester. Tuition and fees subject to change.



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**Fleming College's Paralegal program is specifically designed to prepare you, as a graduate, to meet Ontario's paralegal licensing standards. The program is accredited by The Law Society of Upper Canada.**

## Program Highlights

Our Paralegal diploma program has been accredited by the Law Society of Upper Canada and prepares you to become a paralegal licenced to provide legal services in the Province of Ontario. Licensed paralegals in Ontario can represent clients dealing with lawsuits falling within the jurisdiction of Small Claims Court. They can act for people facing summary conviction charges under municipal by-laws, provincial statutes or the Criminal Code. Some serve as by-law enforcement personnel, or act in a prosecutorial capacity for municipal governments. Paralegals are also trained to assist clients through the potentially complex proceedings of tribunals like the Ontario Human Rights Commission, the Workplace Safety and Insurance Board, or the Ontario Rental Housing Tribunal. Some paralegals choose to work under the supervision of lawyers or other paralegals, while others offer their services directly to the public.

## University Grad?

Are you a university graduate? You may be eligible for direct entry into second semester of this program and graduate in as little as 12 months. Contact the program co-ordinator for more information.

## Why Choose Fleming

Fleming's two year (four semester) Paralegal program has some practical advantages. Not only will you be taught by experts, with a wide range of experience in the field, your first three semesters of study are completely integrated with students in the college's Law Clerk program. Should you so choose, you can enhance your qualifications and possible job opportunities by returning for an extra semester of study and leave with a second diploma in that related field.

(The start date for this additional semester is subject to student interest and enrolment. Check with the program co-ordinator for details.)

## Work Experience

The 160-hour field placement is an opportunity to get an understanding of the demands and rewards of this career. Field Placement can be completed during the final 15 week semester of the program or can extend beyond your final academic semester.

## Is this You?

A desire to help people, to interpret the legal system for them, and make fair representation on their behalf is important if you want to be successful and satisfied with your Paralegal career. You should also possess:

- an entrepreneurial attitude
- confidence to act as an advocate for others
- strong oral and written communication skills
- ability to read and analyze complex legal materials
- determination to conduct intricate research
- strong time management skills and organizational ability
- high standard of ethics
- good stress management skills

If you are up to these challenges, this may be a career path worth considering. The work can be varied, stimulating and financially rewarding.

## Career Opportunities

Career opportunities such as this are growing in the legal system and include employment with:

- government agencies
- legal clinics
- administrative tribunals
- law / paralegal firms

Sample job titles include: Paralegal, Administrative Tribunals Agent or Court and Tribunal Agent. After some experience in the legal field, you may decide to work on a self-employed basis, and start up your own business offering services in permitted areas of legal representation -- for example, as an agent at Small Claims Court and at some administrative tribunals, or providing legal services for residential tenancy matters.

## Minimum Admission Requirements

OSSD with the majority of credits at the College (C) and Open (O) level, including:

- 2 College (C) English courses (Grade 11 or Grade 12)

When (C) is the minimum course level for admission, (U) or (U/C) courses are also accepted.

## Mature Students

If you are 19 years of age or older before classes start, and you do not possess an OSSD, you can write the Canadian Adult Achievement Test to assess your eligibility for admission.

**\*Students starting in January are required to attend classes over the summer semester.**

## Additional Costs

Plan to spend approximately \$740 per year for books and supplies.

## Transfer Agreements

We are committed to providing students and graduates with flexible options to get maximum recognition of their college studies. Through joint programs and transfer agreements with the following universities, you can apply the learning you acquire at Fleming College to earn a related degree in less time, and at less cost.

- Royal Roads University - Victoria, B.C.
- University of New Brunswick
- University of Ontario Institute of Technology

## Curriculum for Paralegal

### Semester 1

Code	Course Name	Hours
LAWS 85	Aboriginal Justice	30
COMM 80	College Communications for Law and Justice Professionals	37
LAWS 43	Intro to Political Science & Public Administration	45
LAWS 245	Introduction to Canadian Justice for Legal Professions	45
SOCI 36	Introduction to Psychology	45
SOCI 123	Introduction to Sociology	45
COMP 345	Introductory Computing	45
SOCI 122	Strategies for Success	30

### Semester 2

Code	Course Name	Hours
ACCT 45	Accounting in the Legal Environment	45
LAWS 207	Business and Contract Law in the Legal Profession	45
LAWS 45	Introduction to Litigation	45
SOCI 38	Issues in Diversity	45
LAWS 53	Legal Research and Writing	45
LAWS 47	Property Law Concepts in Ontario	30
COMP 99	Word Processing in the Legal Environment	45

## Semester 3

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
LAWS 179	Advocacy	30
ORGB 11	Alternate Dispute Resolution	45
LAWS 160	Criminal Law/Summary Conviction	30
LAWS 29	Evidence	45
FLPL 109	Field Placement Preparation	15
LAWS 14	Introduction to Small Claims	30
LAWS 50	Landlord and Tenant Law	45
LAWS 126	Practice Management in the Legal Environment	60

## Semester 4

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
LAWS 39	Administrative Law	45
LAWS 200	Administrative Tribunal Practice and Procedure	45
FLPL 26	Field Placement	160
LAWS 36	Human Rights and Employment Law	30
SOCI 51	Professional Conduct: Authorized Practice & Ethics	30
LAWS 112	Provincial Offences	60
BUSN 47	Small Business Strategies	30
LAWS 74	Small Claims Court Practice and Procedures	45

*Every attempt is made to ensure the accuracy of the information on our website and in our publications. The College reserves the right to modify or cancel any course, program, fee, timetable, or campus location at any time.*