

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approval etc...)

Court Support Services

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2020

### COS1 New DA for 2021-22

Fanshawe College

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### Degree Audit Report

**Catalog:** 2021/2022

**Program:** COS1

**Name:** Court Support Services

**Department:** PSF - Public Safety

**Academic Level:** PS

**CCD:** 7 - 2AcadSem/600-700 hrs

**Credential:** Ontario College Certificate

**Grade Scheme:** LG2

**Major:** COS1 - Court Support Services

**Div:** FHS - Fclty of Hlth, Comm St, Public Sfty

**Co-Op Indicator:** N/A

#### Academic Program Requirement

**Total Credits:** 0.00

**Residency Reqmt:** 0.00

**GPA Requirement:** 2.00

**Residency Reqmt GPA:** 0.00

**Minimum Grade:**

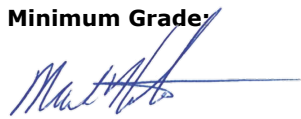
#### Academic Requirement:

**Major:**

**Grade Scheme:**

**Minimum GPA:** 0.00

**Minimum Grade:**



Approved By Chair/Manager:

School of Public Safety, Nov 09, 2020

Department and Date:

Approved by Dean:

Date:

General Education Approved By(as appropriate):

Date:



November 10, 2020

Level	Code	Course Name	Hours	Course Description	Course Creation #	Course Level	Weeks
1	<b>LAWS 1091</b>	Court Clerk - OCJ Criminal	45 hours Lecture	Students will study the role of Ontario Court clerks with respect to assisting the judiciary in a criminal bail, plea, and trial court. The course will focus on principles, courtroom procedures, and operations using Ministry of the Attorney General-approved guidelines specific to the Ontario Court of Justice.	13246	Introductory	15
1	<b>COMM 1146</b>	Professional Communication and Courtroom Decorum 1	75.00 hours Lecture	Students will examine and apply the principles of good written and oral communication including the use of proper grammar, spelling, and proofreading skills. Students will also study the various roles of participants in the courtroom, appropriate courtroom dress, and decorum. The course will address the importance of confidentiality and sensitivity in a courtroom environment.	13247	Introductory	15
1	<b>COMP 1551</b>	Computers and Courtroom Technology	45.00 hours Lecture	In this course students will be introduced to Microsoft Office to create and format court services and other legal-based documents using correct formatting, spelling, and grammar. In addition, students will be introduced to various court technologies used in the courtroom. Students will have opportunities to practice these skills throughout the term.	13248	Introductory	15
1	<b>LAWS 1092</b>	Court Clerk/Registrar -- Family Court 1	60.00 hours Lecture	This course will focus on the principles, courtroom procedures, and operations using Ministry of the Attorney General-approved guidelines specific to the Ontario Court of Justice, Superior Court of Justice, and the Family Court. Students will be introduced to Family Law legislation and rules, proceedings, case management, child protection timetables, and case tracking technology.	13249	Introductory	15
1	<b>LAWS 1093</b>	Introduction to the Canadian Legal System	45.00 hours Lecture	This course introduces students to the Canadian legal system. Students will examine the parties involved in the legal system in Canada, sources of law, the Constitution, and the Charter of Rights and Freedoms. Through this course, students will gain a general understanding of how laws are defined, created, and interpreted as well as the history, structure, and jurisdiction of Canadian courts.	13250	Introductory	15
1	<b>LAWS 1094</b>	Court Reporter 1	60.00 hours Lecture	In this course, students examine the role of a court reporter, including how the reporter should interact with other members of the court in a professional and respectful manner. In accordance with Ministry of the Attorney General-approved guidelines, students will learn to record and annotate court proceedings using current digital recording equipment and systems.	13251	Introductory	15
<b>Total Hours Semester 1 = 330</b>							
2	<b>LAWS 1095</b>	Court Registrar -- SCJ Civil and Criminal	60.00 hours Lecture	This course enables students to study the role of a courtroom Registrar for civil, small claims, and criminal court cases in the Superior Court of Justice. Participants will learn pre-, post-, and in-court responsibilities in accordance with Ministry of the Attorney General-approved procedures, practices, and guidelines. Students will also gain an understanding of the jury selection process as it relates to civil and criminal proceedings.	13252	Introductory	15
2	<b>LAWS 1096</b>	Transcription	45.00 hours Lecture	In this course students will learn the necessary transcription procedures and techniques required to create and format certified transcripts from all court jurisdictions according to the standards set by the Ministry of the Attorney General. Upon successful completion of this course, students will have met the Ministry's transcript qualification standards and will be eligible to become authorized transcriptionists	13253	Introductory	15
2	<b>LAWS 3064</b>	Court Clerk/Registrar -- Family Court 2	60.00 hours Lectures	This course builds upon the knowledge and skills gained in the Court Clerk/Registrar -- Family Court 1. In this course, emphasis is placed on practical applications such as reading and understanding Minutes of Settlement, Consents, and Judges' orders. Students will learn how to prepare forms and orders resulting from Judges' endorsements in accordance with municipal and provincial directives.	13254	Intermediate	15
2	<b>LAWS 1097</b>	Clerk/Reporter -- Provincial Offences	60.00 hours Lectures	In this course students will gain an understanding of the administrative, clerical, support, and Clerk/Reporter roles in the municipally-operated Provincial Offences Court. Students will learn, pre-, post-, and in-court responsibilities in accordance with Ministry of the Attorney General approved procedures, practices, and guidelines. In addition, students will gain an understanding of Provincial Offences legislation.	13255	Introductory	15
2	<b>LAWS 3065</b>	Court Reporter 2	45.00 hours Lecture	This course builds upon the student's knowledge and skills gained in Court Reporter 1. Using specialized court reporting tools, students will enhance their ability to oversee audio recording systems and properly annotate audio recordings in accordance with Ministry of the Attorney General-approved procedures, practices, and guidelines.	13256	Intermediate	15
2	<b>COMM 3088</b>	Professional Communication and Courtroom Decorum 2	60.00 hours Lecture	This course is a culmination of skills and knowledge acquired by students throughout the program. Students will actively execute all pre-, post-, and in-court procedures in accordance with Ministry of the Attorney General standards and guidelines. Interactions with all of the court's stakeholders will be practiced through extensive experiential learning activities including, but not limited to, mock trials, courtroom scenarios, customer-service counter conversations, and transcriptionist duties.	13257	Intermediate	15
<b>Total Hours Semester 2 = 330</b>							

2	FLDP 5023	Court Support Field Placement	120.00 hours FLDP	Court Support Services students will complete a field placement component in a work setting for a minimum of 120 hours, scheduled for four weeks at the end of Semester 2. A student's work experience and the scheduling of field placement will reflect the employer's needs. This course provides students with an opportunity to apply academic skills and knowledge in a workplace environment rather than inside the classroom. While on placement, students will have an opportunity to gain experience by working with the judiciary, counsel, the public, and other court staff. This experience will impact on the student's understanding of the demands of the courtroom and will serve to reinforce the importance of professionalism and decorum in court support service settings.	13258	Advanced	4
<b>Total Hours Semester 3 = 120</b>							