

JUSTICE ADMINISTRATION SERVICES (JAS)

About the Program

This two-year diploma program will equip you with necessary skills to work in the justice sector, as a professional public service administrator, or clerk for courts or quasi-judicial administrative tribunals. You will study Canadian law, procedure and ethics, and gain hands-on experience in the areas of project management, legal research, public administration and technology. Fluency in English is critical to your success as there is a strong focus on effective written and verbal communication throughout the program.

Credential Awarded

Ontario College Diploma

Duration

4 Semesters (2 Years)

Starts

September

Program and Course Delivery

This program is offered in Seneca's hybrid delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements.

Skills

Throughout this program you will develop the following skills:

- Written and verbal communication
- Problem-solving and conflict resolution
- Organization and time management
- Legal research and critical thinking
- Collaboration and teamwork
- Project management
- Technological proficiency

Work Experience

Field Placement

Meet all the academic requirements and you will have the opportunity to participate in a four-week unpaid field placement at the end of your fourth semester. This opportunity will provide you with practical work experience and exposure to the justice administration sector. With the support and assistance of faculty and staff, you will play an active role in securing your placement.

To be placed in a court or other government setting, you will have to provide a police clearance certificate. You must have permanent resident status or Canadian citizenship to be eligible for a field placement with a government court, tribunal, department, or agency.

Your Career

When you graduate from this program, these are the types of career options you can explore:

- Court of Appeal for Ontario
- Ontario Court of Justice
- Superior Court of Justice
- Federal Court of Canada
- Immigration and Refugee Board

Other career opportunities are available in administrative tribunals and agencies that deal with such matters as landlord and tenant, workplace health and safety, and labour relations.

Certificate of Attendance

Upon successful completion of the Alternative Dispute Resolution course, including full attendance, you will receive an Alternative Dispute Resolution Certificate of Attendance from the School of Legal, Public and Office Administration.

Articulation

Upon graduation from this program with a minimum of 3.0 GPA, you will have the opportunity to obtain an honours degree in York University's Law and Society Program in three years instead of the usual four.

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
JAS151	Canada's Court Systems	3
JAS152	Communication Skills for Court Professionals	3
JAS153	Legal Entities and Relationships	2
JAS154	Legal Computer Skills - I	3
LGL102	Contracts and Torts	4
Semester 2		
JAS251	Employment Law and Regulation	3
JAS252	Residential Landlord and Tenant Law	3
JAS255	Dispute Resolution and Client Service	3
JAS256	Administrative Law	3
LGL225	Immigration Law	2
LGL411	Legal Research	3
plus: General Education Course (1)		3
Semester 3		
JAS318	Rules of Civil Procedure I	3
JAS319	Family Court and Procedure	3
JAS323	Criminal Court and Procedure	3
JAS340	Public Administration	3
JAS360	Justice Administration	2
JAS438	Legal Computer Skills - II	2
plus: General Education Course (1)		3

Semester 4		
FPL470	Field Placement	1
JAS330	Computer Skills for Career Success	3
JAS423	Rules of Civil Procedure II	2
JAS425	Government Project Management	4
JAS426	Refugee Law for Justice Administration Services	2
JAS427	Ethics and Public Service Values	2
JAS429	Tribunal Procedures for JAS	3
plus: General Education Course (1)		3

Additional

A typing speed of 40 words per minute is required to graduate from this program.

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Carry out fundamental purposes and responsibilities of courts and tribunals within the Canadian legal system.
- Use specialized language, recording, editing and technology skills to review, compose and generate legal and court correspondence and documentation.
- Perform clerical and administrative duties in accordance with applicable statutes, regulations and standard practices and procedures to support the operations of courts and tribunal offices.
- Adhere to the principles of ethics and professional responsibility that are applicable to the role of a public official and officer of the court.
- Apply caseload and workflow strategies to support the timely and fair disposition of cases in courts, tribunals or government offices.
- Contribute to interdepartmental teams and work independently to ensure professional client-service delivery to the judiciary, legal profession, and general public.
- Organize and maintain paper records and use data management systems to ensure proper data management from filing to disposition in a judicial setting.

- Use communication techniques and dispute resolution strategies to convey appropriate messages to internal stakeholders, the judiciary, lawyers, police, and members of the public.

Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course

Canadian citizens and permanent residents may satisfy the English requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>)

Additional Information

If you are a graduate of the Law and Society Program of York University or of a justice studies degree at a different Canadian university, you may be eligible for the nine-month Justice Administration Services Articulated (JASY) program (<https://www.senecapolytechnic.ca/programs/fulltime/JASY.html>).

Notes

Although not required for admission, completion of senior mathematics and political science courses are recommended for your success in the program.

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.