

Diploma Program Length: 61 Weeks NOC Code: 4211

Preparatory Studies	4 Weeks
Student Success Strategies	
Computer Fundamentals	
Career Planning & Preparation - Level 1	
Microsoft Office Applications	8 Weeks
Microsoft Word	
Microsoft Excel	
Microsoft Outlook	
Microsoft PowerPoint	
Business Communication	
Workplace Skills	8 Weeks
Interpersonal Communication	
Client Relations	
Diversity in the Workplace	
Group Dynamics	
Critical Thinking, Problem Solving & Decision Making	
Legal Procedures I	16 Weeks
Introduction to Law	
Business Law (Torts & Contracts)	
Legal Research & Writing	
Introduction to Legal Procedures	
Family Law	
Wills and Estates - Level 1	
Real Estate Law - Level 1	
Corporate Law - Level 1	
Civil Litigation - Level 1	
Debtor/Creditor	
Dicta Typing	
Accounting for the Law Office	
<i>Software:</i> Automated Civil Litigation (ACL3), Teraview and Conveyancer, Fast Company, Divorcemate, Estate-a-base	
Legal Procedures II	16 Weeks
Wills & Estates - Level 2	
Real Estate Law - Level 2	
Corporate Law - Level 2	
Civil Litigation - Level 2	
<i>Software:</i> Teraview and Conveyancer (real estate), Fast Company (corporate), Divorcemate, Estate-a-base	
Career Planning & Preparation - Level 2	1 Week
Keyboarding - Continuous Learning Throughout Program	
Law Clerk Internship (200 hours)	8 Weeks

Program HIGHLIGHTS Include:

Registered and Approved Diploma

Job Search Assistance
 ILCO (Institute of Law Clerks of Ontario) Provincial Exam Fees included
 ILCO Student Membership
 Alumni Benefits Program
 Career Services

NOTE: In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon start date.

ADMISSION REQUIREMENTS: High School Graduation Diploma or Mature Student Status (18 years of age and academic achievement test passed). In addition, an entrance examination must be successfully passed.

You can find our key performance indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi. These are older statistics from 2013. triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.