

Diploma Program Length: 45 Weeks

NOC Code: 6231

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	
Insurance (<i>Online Facilitated</i>)	16 Weeks
Introduction to Insurance	
Concepts and Characteristics of Insurance	
General Insurance Standard Coverages	
Insurance Regulations and Claims Adjusting	
Ontario Specific Coverage and Forms	
RIBO Exam Prep 1	
RIBO Exam Prep 2	
Job Ready Provincial Compliance	
Insurance Industry Professional Ethics	
Broker Skills Development	
Property Insurance - Broker Practical Assessments	
Automobile Insurance - Broker Practical Assessments	
Career Planning & Preparation - Level 2	1 Week
Internship	8 Weeks
Keyboarding - Continuous Learning Throughout Program	
Program HIGHLIGHTS Include:	
Registered and Approved Diploma	
Career Services	
Job Search Assistance	
Alumni Program Benefits	

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) and a "negative" (clear) criminal reference check. 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.