

Diploma Program Length: 52 Weeks

NOC Code: 4211

Professional Skills Critical Thinking, Problem Solving & Decision Making Group Dynamics Student Success Strategies	5 Weeks
Introduction to Law Legal Computer Applications (Microsoft Word and Excel) Legal Communication & Writing Introduction to the Legal System Legal Research & Writing (Quicklaw, Canlii)	8 Weeks
Substantive Law Tort Law (ACL3) Contract Law (ACL3) Small Claims Court I (ACL3) Small Claims Court II (ACL3) Criminal Law & Summary Conviction Law (Quicklaw, Canlii) Provincial Offences and Motor Vehicle Offences Administrative Law (Quicklaw) Tribunal Practice & Procedure Residential Landlord and Tenant Law Employment Law (ACL3) Immigration & Refugee Law	22 Weeks
Paralegal Practice Ethics and Professional Responsibility Alternative Dispute Resolution Advocacy Evidence & the Litigation Process (ACL3) Legal Accounting (PCLaw) Practice Management / Owning & Operating (PCLaw)	12 Weeks
Career Management	1 Week
Field Placement	4 Weeks
Keyboarding – continuous learning throughout program	
Training in legal software including PCLaw, Automated Civil Litigation (ACL3) as well as online tools and websites such as : Quicklaw, www.canlii.org, www.lsuc.on.ca, www.ltb.gov.on.ca, www.ontariocourts.on.ca and www.wsib.on.ca	
Program highlights include: Law Society of Ontario Accredited Diploma Registered and approved diploma Field Placement in a Legal Environment Career services Alumni program benefits	

Additional notes and admission requirements can be found on page 2.

Admission requirements: Canadian High School Graduation Diploma or Mature Student Status (Mature students from Ontario must be at least 18 years of age by the program start date and successfully pass an academic achievement test. Mature students from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test). Please contact us for more detail regarding admissions requirements for international students. Passing score on the triOS entrance examination; admission interview to determine suitability for a career in the legal field and two (2) letters of reference attesting to the applicant's moral character integrity and trustworthiness. Please contact us for more detail regarding admissions requirements for international students.

Accreditation policy: Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

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.

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.