

Diploma Program Length: 45 Weeks

NOC Code: 6231

Preparatory Studies Student Success Strategies Computer Fundamentals Career Planning & Preparation – Level 1	4 Weeks
Microsoft Office Applications Microsoft Word Microsoft Excel Microsoft Outlook Microsoft PowerPoint Business Communication	8 Weeks
Workplace Skills Interpersonal Communication Client Relations Diversity in the Workplace Group Dynamics Critical Thinking, Problem Solving & Decision Making	8 Weeks
Insurance (Online Facilitated) Concepts and Characteristics of Insurance General Insurance Standard Coverages Insurance Regulations and Claims Adjusting Ontario Specific Coverage and Forms Ontario Regulatory Responsibilities and the RIBO Act RIBO Exam Prep 1 RIBO Exam Prep 2 Insurance Industry Professional Ethics Broker Skills Development Property Insurance – Broker Practical Assessments Automobile Insurance – Broker Practical Assessments	16 Weeks
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	

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.

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.