

## Diploma Program Length: 37 Weeks

NOC Code: 1242

<p><b>Preparatory Studies</b>                  Student Success Strategies                  Computer Fundamentals                  Career Planning &amp; Preparation – Level 1</p>	<b>4 Weeks</b>
<p><b>Microsoft Office Applications</b>                  Microsoft Word                  Microsoft Excel                  Microsoft Outlook                  Microsoft PowerPoint                  Business Communication</p>	<b>8 Weeks</b>
<p><b>Workplace Skills</b>                  Interpersonal Communication                  Client Relations                  Diversity in the workplace                  Negotiation and Conflict Resolution                  Critical Thinking, Problem Solving &amp; Decision Making</p>	<b>8 Weeks</b>
<p><b>Legal Procedures I</b>                  Introduction to Law                  Business Law (Torts &amp; Contracts)                  Legal Research &amp; 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,                  Divorce mate, Estate-a-base</p>	<b>16 Weeks</b>
<p><b>Career Planning &amp; Preparation – Level 2</b></p>	<b>1 Week</b>
<p><b>Keyboarding</b> – continuous learning throughout program</p>	
<p><b>Program highlights include:</b>                  Registered and approved diploma                  Career services                  Job search assistance                  Alumni program benefits</p>	

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. In addition, an entrance examination must be successfully passed.

**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](http://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.