

Paralegal

The Paralegal diploma program at triOS is 52 weeks. It includes a 4-week internship. Paralegals are an indispensable part of the legal system, as they provide vital support to lawyers, attorneys, law offices, government agencies, and corporations. The Paralegal diploma program at triOS is accredited by the Law Society of Ontario (LSO). Graduates of this program will be eligible to enter the licensing process, and upon successful completion, can obtain a license to provide legal services in Ontario.

At triOS you will receive extensive training in legal computer applications, legal research and writing, administrative law, tribunal practice & procedure, legal accounting, and other key areas.

Program Benefits

- ✓ Job Placement Assistance
- ✓ Training in Legal Software: Quicklaw, Canlii, Clio, and Automated Civil Litigation (ACL3)
- ✓ Law Society of Ontario Accredited Diploma

Here's a look at some of the courses included in this program:

Professional Skills

Critical Thinking, Problem Solving & Decision Making, Group Dynamics, Student Success Strategies

Introduction to Law

Legal Computer Applications, Legal Communication & Writing, Introduction to the Legal System, Legal Research & Writing

Substantive Law

Tort Law, Contract Law, Criminal Law & Summary Conviction Law, Provincial & Motor Vehicle Offences, Administrative Law, Tribunal Practice & Procedure, Residential Landlord & Tenant Law, Employment Law, Immigration & Refugee Law, and Small Claims Court (ACL3)

Paralegal Practice

Ethics & Professional Responsibility, Alternative Dispute Resolution, Advocacy, Evidence & the Litigation Process, Legal Accounting, Practice Management / Owning & Operating (Clio)



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 4211/42200 - **Wage data rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Law Firms

Government Agencies

Court and Client Representative

Public or Private Sector

Legal Advisor

Court Clerk

Employers Who Have Hired triOS Grads



Canada Trust

Other Employers Include:

- Northumberland Community Legal Centre
- Pointts - Hamilton
- OTD Legal

“This has been a very positive experience. When I started at triOS I was a very quiet person who was always worried about saying the wrong thing. The instructors showed me that there are no wrong answers just a lot of opinions!”

-Dawna L.,
triOS College Paralegal Graduate

Paralegal

NOC Code: 4211/42200

Diploma Program Length:

52 Weeks

Critical Thinking, Problem Solving & Decision Making
Group Dynamics
Student Success Strategies

5 Weeks

Legal Computer Applications (Microsoft Word and Excel)
Legal Communication & Writing
Introduction to the Legal System
Legal Research & Writing (Quicklaw, Canlii)

8 Weeks

Ethics and Professional Responsibility
Alternative Dispute Resolution
Advocacy
Evidence & the Litigation Process (ACL3)
Legal Accounting (Clio)
Practice Management/Owning & Operating (Clio)

12 Weeks

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

Career Management

1 Week

Field Placement

4 Week

Keyboarding - continuous learning throughout the program

Program Highlights Include:

- Law Society of Ontario Accredited Diploma
- Registered and approved diploma
- Field Placement in a Legal Environment
- Career services
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 18.

*Applicants 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.

International Students: Please contact us for more detail regarding admissions requirements.

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 the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

These are statistics from 2018.

