

Paralegal

The Paralegal diploma program at triOS is 60 weeks. It includes an 8-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 program at triOS College prepares students to become Licensed Paralegals, accredited by the Law Society of Ontario. Graduates can work independently, offering legal services in various areas such as provincial offences, tribunal practices (including WSIB and statutory accident benefits), residential landlord and tenant law, and civil litigation within Small Claims Court limits. Students will learn to conduct online research using resources like Lexis Advanced Quicklaw, CanLii, Ontario Court Forms, Ontario e-Laws, Justice laws, and more.

At triOS College, you will receive comprehensive and extensive training designed to ensure your success in a career as a Paralegal.

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:

Core Competencies for Aspiring Paralegals

Student Success Strategies, Diversity and Indigenous Peoples in Canada, Legal Office Skills, Client Relations and Interviewing Skills

Introduction to Law

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

Substantive Law

Tort Law, Contract Law, Employment Law, Small Claims Court, Provincial & Motor Vehicle Offences, Criminal Law, Administrative Law, Tribunal Practice & Procedure, Residential Landlord & Tenant Law, Insurance Law, Immigration & Refugee Law, Human Rights Law, Practice Management/Operating a Small Business, Legal Accounting

Paralegal Practice

Ethics & Professional Responsibility, Alternative Dispute Resolution, Advocacy, Evidence & the Litigation Process



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2022 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



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:

60 Weeks

Student Success Strategies
Diversity and Indigenous Peoples in Canada
Legal Office Skills
Client Relations and Interviewing Skills

7 Weeks

Introduction to the Legal System
Legal Computer Applications
Legal Communication and Writing
Legal Research and Writing

8 Weeks

Ethics and Professional Responsibility
Evidence and the Litigation Process
Alternative Dispute Resolution
Advocacy

8 Weeks

Tort Law
Contract Law
Employment Law
Small Claims Court
Provincial Offences/Motor Vehicle Offences
Criminal Law & Summary Conviction Law
Administrative Law
Tribunal Practice and Procedures
Residential Landlord and Tenant Law
Immigration and Refugee Law
Insurance Law
Human Rights Law
Practice Management/Operating a Small Business
Legal Accounting

28 Weeks

Career Management

1 Week

Paralegal Field Placement

8 Weeks

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 details regarding admission 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.