



triOS COLLEGE
BUSINESS ♦ TECHNOLOGY ♦ HEALTHCARE

Let us help you discover a richer,
more rewarding career.

Legal Assistant (LA)

The Legal Assistant diploma program at triOS is 37 weeks.

Legal Assistants are an indispensable part of the law office, and provide vital support to lawyers when preparing for trials and maintaining order on a day to day basis.

The Legal Assistant diploma program at triOS will provide you with all of the skills and knowledge that you need to work under the direction of a lawyer. You will receive training in client relations, business law, wills and estates, real estate law, corporate law, civil litigation, and other key areas. You will also benefit from training on the latest legal software such as PCLaw Automated Civil Litigation (ACL3), Teraview, Conveyancer, Fast Company, Divorcemate, Estate-a-Base, and much more!

Program Benefits

- ✓ Half Day Classes
- ✓ Job Placement Assistance
- ✓ Training on the Latest Legal Software

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

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Preparatory Studies

Student Success Strategies, Digital Literacy for Professionals, Career Planning & Preparation

Workplace Skills

Interpersonal Communication, Client Relations, Diversity in the Workplace, Negotiation and Conflict Resolution, Critical Thinking, Problem Solving & Decision Making

Legal Procedures

Introduction to Law, Business Law (Torts & Contracts), Legal Research & Writing, Introduction to Legal Procedures, Family Law, Wills and Estates, Real Estate Law, Corporate Law, Civil Litigation, Debtor/Creditor, Dicta Typing, Accounting for the Law Office



Employment and Wage Outlook for Careers in this field:



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

Source: workingincanada.gc.ca

NOC Code: 1242/13111 - **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

Family Legal Assistant

Corporate Legal Assistant

Real Estate Legal Assistant

Legal Services

Legal Administrative Assistant

Employers Who Have Hired triOS Grads



Other Employers Include:

- Labour Adjustment Centre Local 195
- Yorkmark and Associates
- TRG Legal Services
- Union Gas

"I consider myself fortunate that I graduated from triOS, which gave me a solid legal base. Now I am practicing on a voluntary basis with a Law Firm."

-Tasnim H.,
triOS College Legal Assistant Graduate

Legal Assistant

NOC Code: 1243/13111

Diploma Program Length:

37 Weeks

Student Success Strategies
Digital Literacy for Professionals
Career Planning & Preparation - Level 1

4 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication

8 Weeks

Interpersonal Communication
Client Relations
Diversity in the Workplace
Group Dynamics
Critical Thinking, Problem Solving &
Decision Making

8 Weeks

Introduction to Law
Business Law (Torts & Contracts)
Legal Research & 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

16 Weeks

Career Planning & Preparation - Level 2

1 Week

Keyboarding - continuous learning throughout the program

Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- 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 17.

*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.

