



Diploma in Paralegal Studies



Start Dates

May, September



Program Schedule

Daytime | Evening



Program Duration


52
weeks
In class

+

4
weeks
Placement

+

3
weeks
Breaks

 Module 1-26

59
weeks
Total Program
Duration



Potential Income

- Paralegals in Ontario can earn up to \$48/hour*

*According to www.jobbank.gc.ca - Last updated on June 14, 2022



Program Highlights

- Obtain a broad understanding of legal procedures in the pursuit of access to justice in Ontario
- Develop the necessary knowledge and skills to be able to advocate for clients in all Federal and Ontario tribunals, Provincial Offences Court, Small Claims Court, Human Rights tribunal
- Master the skills of legal research and writing
- Gain access to the Toronto legal marketplace and to Exclusive Canadian and International Law Industry Networking Opportunities and

Events and meet like-minded professionals who will expand your network and give you a leg up on your competition in securing employment after graduation

- Get on the job experience with our guaranteed placement opportunities for all students
- 20 + Law Sector Co-Op Partners
- Guidance on the Licensing Process with the Law of Society
- Study guidance and Practice Preparation for the Licensing Examination with the Law Of Society

This paralegal diploma is ideal for students who want to start a dynamic and rewarding career in law.



Program eligible for a low-interest loan application with Windmill MicroLending Funding

*Conditions apply.



Guaranteed Placement Experience

The Field Placement component of the Toronto School of Management Paralegal Program is 125 hours in length, or the equivalent to 4 weeks of full-time commitment. Placement hosts can include lawyers and law firms, paralegals, administrative tribunals, regulatory bodies, courts and legal departments (government or commercial) among others.



Modules

- Introduction to Law in Canada
- Contract Law
- Canadian Tort Law
- Residential Tenancies Act
- Administrative Law
- Tribunal Practice and Procedure
- Small Claims Court
- Advocacy
- Evidence and the Litigation Process
- Legal Research and Writing
- Legal Computer Applications
- Alternative Dispute Resolution
- Employment Law
- Workplace Safety and Insurance Act
- Legal Accounting
- Legal and Business Communications
- Provincial Offences
- Criminal/Summary Conviction Offences
- Debtor/Creditor Law
- Interviewing Client Techniques
- Ethics and Professional Responsibility
- Practice Management
- Microsoft Powerpoint
- Microsoft Word
- Microsoft Excel
- Year End Review



Career Opportunities

- Paralegal or law firms;
- Administrative tribunals;
- Government agencies;
- Regulatory bodies;
- Legal aid clinics;
- Collection agencies;
- Courts; and
- Legal departments
- (government or commercial).

Advocate for clients in:

- All Federal and Ontario tribunals
- Provincial Offences Court
- Small Claims Court
- Human Rights tribunal

Broaden the scope of your career by pursuing such opportunities as:

- Prosecutor in Provincial Offences Court
- Duty Counsel at the Ontario Landlord and Tenant Board
- Decision Maker in all federal and Ontario tribunals
- Justice of the Peace

Admission Requirements*

- Have an Ontario Secondary School Diploma or equivalent or
- Be at least 18 years of age and pass the Wonderlic Test

For non-native English speakers:

- Successful completion of TSoM EAP Level 5 or
- IELTS 6 or equivalent or pass the TSoM English Assessment

**Please visit TorontoSoM.ca for more information about our admission requirements*

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