

Paralegal Technology



Exclusive and unique to the College in the province of Quebec

DCS – 310.CO

Offered on Campus

3-year program

Offered in English

This three-year (2 370 hours) specialized program enables students to acquire the knowledge and skills needed to work within the legal field. After obtaining a Diploma of Collegial Studies (DCS), students also have the option of pursuing their studies at a faculty of law at the university level or complete a five-week program to work as a bailiff.

Paralegals carry out various responsibilities within the legal field. These include, among others, analyzing and researching legal issues. Moreover, a paralegal drafts written procedures and other legal documents.

The program content is not limited to the study of law. During the three years, students will follow courses in introduction to computers, and French as a second language, in order to better prepare them for the job market.

Prospective students require an intermediate knowledge of oral and written French to register to this program of study because some textbooks are only available in French.

Each semester, students in the program will have the unique opportunity to improve their skills in French by collaborating on a second-language group project.

To fulfill the needs of the job market and meet the requirements of the "Ministère de l'Enseignement supérieur", students will be required to:

- Read doctrine and jurisprudence in French;
- Occasionally draft in French;
- Search for legal documents in both English and French.

Why Choose our program?

The program also includes many hours of training in the computer lab to help students gain a thorough knowledge of the theoretical and practical aspects of the paralegal profession. Included are courses in civil procedures, computer-assisted legal research, corporate law, title search and various other subjects using software.

In addition, students partake in activities associated with the training. Students will have the opportunity to visit the Montreal courthouse and attend a trial.



Mock Trial

A project is done during the fifth semester in the Legal Procedures Practicum course where students prepare a mock litigation.

Fifteen-week internship

The program concludes with a fifteen-week internship (525 hours) in a legal environment. The knowledge acquired is thus applied to real-life situations and graduates can undertake their careers as paralegals with confidence.

Career opportunities

Prepare for a career in criminal law, corporate law, family law, immigration law, civil law, administration law, real estate law, litigation, notarial law or become a bailiff by meeting the requirements of the professional association.

Lawyers and Notaries make for a stellar Paralegal Department staff.

During the course of their studies, students will work alongside lawyers, notaries and bailiffs in government agencies, paragonovernmental organizations and private firms.

In addition, we offer students the opportunity of completing their third year of studies in French immersion. Students must meet certain requirements.

Université Laval

Graduates of the Paralegal program who wish to continue their studies in Law at Université Laval will be recognized with an equivalent of 12 credits applicable to their program of study. (Certain conditions apply).

Université de Sherbrooke

Graduates of the Paralegal program who wish to continue their studies in law at Université de Sherbrooke will be exempted from four courses or will be granted an equivalency of 7 credits. (Certain conditions apply).

Université d'Ottawa

Graduates of the Paralegal program who wish to continue their studies in Law at Ottawa University will be recognized with an equivalent of 9 credits applicable to their program of study. (Certain conditions apply).

Université de Montréal

Graduates of the Paralegal program who wish to continue their studies in law at Université de Montréal will be granted an equivalency of 8 credits. (Certain conditions apply).

O'Sullivan graduates have the necessary skills to work for companies such as:

Galileo, Borden Ladner Gervais, CNESST, C.R.A.C. une division de ESC Corporate Services, Cucciniello Calandriello Avocats, De Grandpré Jolicoeur, Directeur des poursuites criminelles et pénales (DPCP), Grenier Gagnon Notaires, Groupe MTY, Hainault Gravel, huissiers de justice, Ivanhoé Cambridge, Juriglobal, La Fonction publique du Québec, Langlois, Latraverse huissiers de justice, Legal Logik, Miller Thomson, Ministère de la Justice du Canada, Ministère de la Justice du Québec, Palais de justice, Paquette & Ass., Partners inc, Pharmascience, PME Inter-Notaires, Robic, Smart & Biggar, Sûreté du Québec, Tétrault Sauvé Lauzon, Tribunal Administratif du Québec, Valade & associés. and many others.

Course Curriculum

45 hrs	Administrative Law
75 hrs	Civil Law I
75 hrs	Civil Law II
60 hrs	Civil Law III
45 hrs	Civil Law IV
45 hrs	Civil Law V
60 hrs	Civil Procedure I
60 hrs	Civil Procedure II
45 hrs	Commercial Law
60 hrs	Computer-Assisted Legal Research
60 hrs	Corporate Law
45 hrs	Criminal Law
45 hrs	Drafting of Deeds
45 hrs	Drafting of Legal Procedures
525 hrs	Internship*
45 hrs	Introduction to the Work Function
45 hrs	Labor Legislation and Procedures
45 hrs	Legal Procedures Practicum
75 hrs	Legal Research
45 hrs	Penal Procedure
45 hrs	Software I / Paralegal
60 hrs	Software II / Paralegal
45 hrs	Title Search

Complementary Courses

45 hrs	Contemporary Issues
45 hrs	Specialized Legal Procedures in French

**A fifteen-week internship (525 hours) is completed during the last semester. The college assists each student with their internship search.*

General Education

The General Education component includes two French as a second language courses, as well as three courses in humanities, four courses in literature, and three courses in physical education.

N.B.: The College reserves the right to modify this program without advance notice.

