

Legal Assistant



Qualify to work at law firms, corporate legal departments, and government agencies with Herzing Winnipeg's Legal Assistant program. Internship included. Study on campus or online.

Legal assistants provide administrative support to lawyers and help law offices run smoothly. Legal assistants perform many tasks, from answering phones and scheduling appointments, to preparing legal documents and helping lawyers get ready for trial.

Herzing College offers comprehensive, flexible Legal Assistant training. Our students study 5 different areas of law, learn legal office skills, and become familiar with a wide range of legal documents.

 Program Length: **9 Months (20 hours/week)**
Includes **4 week internship**

 Program Delivery:
Online, Hybrid (Flex-Ed)

▸ CAREER OUTLOOK

There are excellent job opportunities for legal assistants in Manitoba. The Government of Canada Job Bank predicts good growth in this field, and steady demand for legal assistants over the next 10 years. There are legal assistant jobs in every area of law, including litigation, real estate, corporate law, and family law.

▸ PROSPECTIVE JOB TITLES

Corporate Legal assistant, Legal Secretary, Real Estate Secretary, Legal Assistant, Legal Assistant – Criminal Law, Litigation Legal Assistant

▸ WHO HIRES OUR GRADUATES

*Fillmore Riley LLP, Provincial Court Office, Queen's Bench Trial Division
Winnipeg Land Titles Office, Thompson Dorfman Sweatman LLP
MLT Aikins Law*

Employment Statistics

82%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

Legal Assistant

ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent, or a mature student
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field
- Note: admission to some programs may include additional requirements

FLEX-ED PROGRAM

Our Flex-Ed program format offers the best of both worlds. A convenient online learning environment with the option to work at the campus and receive support from your instructor. Students can choose to work completely or partially online and come to the campus during set hours each day to meet with their instructor and use our facilities.



COURSE LIST

Herzing Winnipeg Legal Assistant Program delivers practical, hands-on training in Corporate Law, Real Estate, Wills and Estates, Litigation, and Family Law.

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| • Word Processing | • Internship |
| • Legal Office Procedures | |
| • Family Law | |
| • Wills and Estates | |
| • Corporate Law | |
| • Litigation | |
| • Real Estate - Purchase | |
| • Real Estate - Sales and Contracts | |
| • Career Development | |