

# Legal Assistant



Qualify to work at law firms, corporate legal departments, and government agencies with Herzing's Legal Assistant program. Internship included.

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 five different areas of law, learn legal office skills, and become familiar with a wide range of legal documents.

🕒 Program Length: **9 months**  
Includes **4-week internship**

📖 Program Delivery: **Online**

## ▸ CAREER OUTLOOK

There are excellent job opportunities for legal assistants, 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

**80%**

Percentage of 2025 Herzing College Available  
Graduates Employed in a Related Field\*

# Legal Assistant

## ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma 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

## COURSE LIST

Herzing's Legal Assistant program delivers practical, hands-on training in corporate law, real estate, wills and estates, litigation, and family law.

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