



Legal Assisting Provisional Stackable Certificate of Proficiency - Level One

CERT1.LEGA
2023-2024

Texas Southmost College
Division of Arts and Sciences

The Provisional Stackable Certificate of Proficiency in Legal Assisting prepares a student for work within many legal and business fields. Students with a certificate in Legal Assisting can obtain employment as assistants, secretaries, or support staff in law firms, corporations, and government. The Provisional Stackable Certificate of Proficiency also serves as a building block to an Associate of Applied Science in Paralegal Studies degree, which enables one to work as a paralegal.

Recommended Course Sequence

Program Courses	Credits	Suggested Semester/Year
HRPO 1311 Human Relations	3	Fall/Year 1
LGLA 1307 Introduction to Law and the Legal Professions	3	Fall/Year 1
LGLA 1355 Family Law	3	Fall/Year 1
LGLA 1345 Civil Litigation	3	Spring/Year 1
LGLA 1353 Wills, Trusts and Probate Administration	3	Spring/Year 1
LGLA 2311 Business Organizations	3	Spring/Year 1
Total Credit Hours for Graduation	18	

Program Student Learning Outcomes

Program Student Learning Outcomes (PSLO) are statements that specify what students will know, be able to do or be able to demonstrate when they have completed the program.

Upon completion of our Provisional Stackable certificate of Proficiency in Legal Assisting, the CERT1.LEGA program serves as a building block to an Associate of Applied Science in Paralegal Studies degree, which prepares a student to work as a Paralegal.

Check course core designation at the [Class Availability website](#).

This information is provided as an example only. You will develop a personalized plan with your Success Coach and faculty advisor/mentor that reflects your goals and interests. You are required to meet with an advisor each semester to ensure you are on track for graduation. This document does not contain all the information you need to stay on track for graduation.

A minimum grade of "C" must be obtained in each LGLA and HRPO course required in the certificate plan.