

**Legal Assisting  
Certificate of Proficiency - Level One**

Texas Southmost College  
Division of Humanities

A certificate in Legal Assisting prepares a student for work in many areas in both legal and business fields. Commonly students with a certificate in Legal Assisting work as assistants, secretaries, and support staff for a law firm, government, or corporation. As the law and its implications touch on all aspects of daily life, a legal studies degree can prepare a student for a career of choice, pairing legal skills with specific passion to create exciting opportunities. This certificate is a building block toward an Associate of Applied Science in Paralegal Studies.

<b>FIRST YEAR – FALL SEMESTER</b>	<b>CREDIT HOURS</b>
LGLA 1307 Introduction to Law and the Legal Professions.....	3
LGLA 1355 Family Law .....	3
HRPO 1311 Human Relations.....	3
<b>FIRST YEAR – SPRING SEMESTER</b>	
LGLA 1345 Civil Litigation.....	3
LGLA 2311 Business Organizations .....	3
LGLA 1353 Wills, Trusts and Probate Administration .....	3

**TOTAL CREDIT HOURS FOR GRADUATION – 18**

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