

Legal Assisting
Provisional Stackable
Certificate of Proficiency - Level One

Texas Southmost College
Division of Humanities

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.

FIRST YEAR – FALL SEMESTER	CREDIT HOURS
LGLA 1307 Introduction to Law and the Legal Professions.....	3
LGLA 1355 Family Law	3
HRPO 1311 Human Relations.....	3
FIRST YEAR – SPRING SEMESTER	
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.