

**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.

<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.