Legal Assisting
Certificate of Proficiency - Level One

Texas Southmost College
Health Care, Career and Technical Education Division

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 our daily life, a legal studies degree can prepare you for a career of your choice, pairing your legal skills with your specific passion to create exciting opportunities. This certificate is a building block toward an Associate of Applied Science in Paralegal Studies.

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

FIRST YEAR – SPRING SEMESTER	
LGLA 1345 Civil Litigation	3
LGLA 1353 Wills, Trusts and Probate Administration	3
BUSI 2301 Business Law	3

TOTAL CREDIT HOURS FOR GRADUATION - 18

TSI Requirement (Texas Success Initiative - any other State-approved test) - Student must take all three sections of State-approved test to graduate with this degree.

Students must graduate within one (1) year from the academic year of entrance or may be placed under the provisions of a later catalog.

A minimum grade of “C” must be obtained in each LGLA, BUSI, HRPO course required in the degree plan.