

# LEGAL ASSISTANT TECHNOLOGY CERTIFICATE

Legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research and drafting documents.

- Degree Type: Certificate
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): not required
- Capstone course: LGLA-1353 Wills, Trusts, and Probate Administration

**This program leads to the Legal Assistant Technology AAS degree.**

Course	Title	Hours
<b>Term One</b>		
LGLA-1219	Paralegal Ethics	2
LGLA-1407	Introduction to Law and the Legal Professions	4
BCIS-1305	Business Computer Applications	3
POFT-1301	Business English	3
<b>Hours</b>		<b>12</b>
<b>Term Two</b>		
LGLA-2305	Interviewing and Investigating	3
LGLA-1345	Civil Litigation	3
LGLA-2313	Criminal Law and Procedure	3
POFL-1305	Legal Terminology	3
POFI-2301	Word Processing	3
<b>Hours</b>		<b>15</b>
<b>Term Three</b>		
LGLA-2307	Law Office Management	3
LGLA-1355	Family Law	3
BUSI-2301	Business Law	3
LGLA-2380 or LGLA-1353	Coop Education, Paralegal/Legal Assistant (Capstone) or Wills, Trusts, and Probate Administration	3
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>39</b>