

# LEGAL ADMINISTRATIVE SPECIALIST, CERTIFICATE OF PROFICIENCY



The Legal Administrative Specialist Certificate of Proficiency offers coursework that develops skills and knowledge specific to the legal industry. Recipients of this certificate can apply all earned credits towards the Business Technology degree program.

**Program contact:** Learn more (<http://www.tri-c.edu/programs/business-management/business-technology/legal-administrative-specialist-certificate.html>)

**This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.**

Learn more (<http://catalog.tri-c.edu/pathways/business/business-technology>) about how certificate credits apply to the related degree.

Gainful Employment Disclosure ([http://www.tri-c.edu/about/disclosure/Legal\\_Administrative\\_Specialist/Gedt.html](http://www.tri-c.edu/about/disclosure/Legal_Administrative_Specialist/Gedt.html))

Students must be able to touch type at a combined speed and accuracy rate of 25 wpm. Typing placement test available in Campus Assessment Centers. Students who do not achieve appropriate score on placement test must complete BT-1000 Keyboarding and Document Formatting course and pass with a minimum grade of "C" prior to entrance to this certificate program.

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

1. Work independently and collaboratively to meet the needs of the organization.
2. Exhibit professional and ethical conduct in personal and professional relationships according to legal office protocol.
3. Communicate verbally and in writing to co-workers, clients and other professionals using proper media and legal terminology.
4. Determine and use various office applications software to develop document, and manage legal office project, procedures and systems.
5. Organize time and resources to manage day-to-day operations that meet legal office guidelines and goals.

## Suggested Semester Sequence

Course	Title	Credit Hours
<b>Summer Start</b>		
IT-1010	Introduction to Microcomputer Applications	3
IT-101H	Honors Introduction to Microcomputer Applications	3
Credit Hours		6
<b>First Semester</b>		
BT-1201	Word Processing	3
C&CR-1350	Legal Terminology	3
Select one of the following:		3
ACCT-1011	Business Math Applications	
ACCT-1020	Applied Accounting	
Select one of the following:		3
BT-1241	Information & Records Management	
BT-xxxx	Business Technology Elective	
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Credit Hours		15
<b>Second Semester</b>		
BT-2150	Legal Document Preparation	3
BT-2220	Business Spreadsheet Applications (Excel)	3
PL-1502	Law Office Technology	3
Select one of the following:		3
BADM-2010	Business Communication	
BADM-201H	Honors Business Communications	
Credit Hours		12
Total Credit Hours		33