LEGAL ADMINISTRATIVE SPECIALIST, CERTIFICATE OF PROFICIENCY

The Legal Administrative Specialist Certificate of Proficiency develops skills and knowledge specific to the legal industry in administrative functions, workplace software utilization, and editing of legal documents. A co-op in the last semester is a requirement of the program. Recipients of this certificate can apply all earned credits towards the Business Technology degree program.

This program is available to be completed 100% online.

Program contact: Learn more

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 about how certificate credits apply to the related degree.

Students must complete IT-1090 Computer Applications and CCR-1350 Legal Terminology with a minimum of grade of "C".

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

Summer Start		Credit Hours
CCR-1350	Legal Terminology	3
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
	Credit Hours	**6**

First Semester		
BT-1150	Word for Business Documents	3
CCR-2351	Editing Legal Documents	3
PL-1502	Law Office Technology	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
	Credit Hours	**12**
Second Semester		
BT-2200	Advanced Word Processing	3
BT-2040	Emerging Workplace Technology	3
BT-2830	Cooperative Field Experience	1-3
CCR-2361	Proofreading Skill Development	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
	Credit Hours	**13-15**
	Total Credit Hours	**31-33**

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.