Atlantic Technical College
Legal Administrative Specialist
Program Syllabus
2017-2018

Instructor Name: Linda C. Tobin **Department Name:** Business Technology **Office/Classroom Location:** Bldg. 7/Room 170 **Phone Number:** 754-321-5149 **Email Address:** Linda.Tobin@BrowardSchools.com	**Instructor Office Hours:** **M-F: 6:30 am to 7:00 am** **2:00 pm to 3:30 pm**

Student Hours:
Monday – Friday
7:05 to 10:05 (High School AM)
7:30 to 10:30 (Postsecondary AM)
7:30 to 2:00 (Postsecondary Full-Time)
10:15 to 1:50 (High School PM)

Lunch 11:00 to 11:30 am

Program Name: Legal Administrative Specialist
                          BO72000

OCPs	Course Names	Hours/ Days
A	**Information Technology Assistant**	150
B	**Front Desk Specialist**	300
C	**Administrative Support**	150
D	**Legal Administrative Specialist**	450

Technical College Policy/Adult Student Attendance:
- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
  http://www.atlantictechnicalcollege.edu/wp-content/uploads/2016/08/BTC_Handbook_2016-17.pdf

Magnet High School/Attendance Policy:
A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s):	**Required Materials/Supplies:**
Keyboarding and Word Processing Essentials Textbook and License Microsoft Office 2016: Intermediate Course Legal Terminology Law for Business and Personal Use Class set of books available:	Computer Headset USB Drive Notebook

Microsoft Office 2016: First Course Legal Transcription/Projects	

All required books & most materials/supplies can be purchased from the school bookstore. Stop by during operational hours for pricing & purchasing information.

Grading System:	Additional Program Specific Grading Information:
A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	

Online Course Grading Policy:

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to https://browardfocus.com (access FOCUS using Chrome, Firefox or Safari)
2. Student ID which is on your student schedule.
3. Passcode: Student's date of birth formatted as YYYYMMDD.
   Four digits for the year, two digits for the month and two digits for the day.

Classroom/ Lab Rules:

1. PLEASE FOLLOW ALL SPECIFIC RULES IN THE STUDENT CODE AND DISCIPLINE CODE BOOK; PLEASE LET INSTRUCTOR KNOW IF YOU HAVE ANY QUESTIONS CONCERNING THESE RULES.
2. PLEASE SIGN IN UPON ARRIVAL AND SIGN OUT IF YOU NEED TO LEAVE CLASS EARLY. HIGH SCHOOL STUDENTS MUST SIGN IN/OUT WITH HIGH SCHOOL ATTENDACE CLERK IF LATE OR NEED TO LEAVE CAMPUS EARLY.
3. AGENDA OF ACTIVITIES IS POSTED DAILY. PLEASE FOLLOW DAILY AGENDA OF LECTURES, ASSIGNMENTS, AND GROUP ACTIVITIES. SHOULD YOU NEED TO ADJUST ASSIGNMENTS AND DUE DATES, PLEASE REVIEW WITH INSTRUCTOR PRIOR TO END OF CLASS.
4. TREAT EACH MEMBER OF CLASS WITH RESPECT AND DEMONSTRATE BUSINESS OFFICE DECORUM AT ALL TIMES.
5. ALL WORK SUBMITTED FOR EVALUATION MUST REFLECT STUDENT'S OWN WORK.

Industry Credentials:	Outstanding Student Recognition Information:
Microsoft Office Specialist Word **Microsoft Office Specialist Excel** **Microsoft Office Specialist Access** **Microsoft Office Specialist PowerPoint** **Microsoft Office Specialist Outlook**	A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

Program Name: Legal Administrative Specialist

Course Number: OTA0040

Course Name: Information Technology Assistant
Occupational Completion Point: A
Intended Outcomes: (From FL DOE Curriculum Framework)

- **01.0** Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- **02.0** Develop an awareness of microprocessors and digital computers.
- **03.0** Demonstrate an understanding of operating systems.
- **04.0** Use technology to enhance the effectiveness of communication skills utilizing word processing applications.
- **05.0** Use technology to enhance communication skills utilizing presentation applications.
- **06.0** Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications.
- **07.0** Use technology to enhance communication skills utilizing electronic mail.
- **08.0** Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
- **09.0** Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- **10.0** Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
- **11.0** Demonstrate competence in page design applicable to the WWW.
- **12.0** Develop an awareness of emerging technologies.
- **13.0** Develop awareness of computer languages and software applications.
- **14.0** Demonstrate comprehension and communication skills.

Course Number: OTA0041
Course Name: Front Desk Specialist
Occupational Completion Point: B
Intended Outcomes: (From FL DOE Curriculum Framework)

- **15.0** Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace of performance. Apply ergonomic principles applicable to the configuration of computer workstations.
- **16.0** Demonstrate language arts knowledge and skills.
- **17.0** Demonstrate mathematics knowledge and skills.
- **18.0** Use oral and written communication skills in creating, expressing and interpreting information and ideas.
- **19.0** Solve problems using critical thinking skills, creativity and innovation.
- **20.0** Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels.
- **21.0** Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance.
- **22.0** Practice quality performance in the learning environment and the workplace.

23.0   Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance.

24.0   Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance.

25.0   Incorporate knowledge gained from individual assessment and job/career exploration to design an individual career plan that reflects the transition from school to work, lifelong learning, and personal and professional goals.

26.0   Demonstrate human relations/interpersonal skills appropriate for the workplace.

27.0   Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance.

28.0   Use technology to increase administrative office support productivity and enhance workplace performance.

29.0   Describe the importance of professional ethics and legal responsibilities.

30.0   Use information technology tools.

31.0   Participate in (administrative) work-based learning experiences.

Course Number: OTA0042
Course Name: Administrative Support
Occupational Completion Point: C
Intended Outcomes: (From FL DOE Curriculum Framework)

32.0   Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing.

33.0   Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles.

34.0   Practice quality performance in the learning environment and the workplace.

35.0   Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.

36.0   Participate in work-based learning experiences.

37.0   Demonstrate and understanding of business law concepts.

38.0   Demonstrate an understanding of different types of insurance.

Course Number: OTA0050
Course Name: Legal Administrative Specialist
Occupational Completion Point: D
Intended Outcomes: (From FL DOE Curriculum Framework)

39.0   Perform legal office functions and responsibilities to accomplish job objectives and enhance workplace performance.

40.0   Use technology to increase legal office support productivity and enhance workplace performance.

41.0   Participate in work-based learning experiences in a legal office/ administrative setting.