



Atlantic Technical College
Legal Administrative Specialist
Evening/Hybrid
Program Syllabus
2018-2019



Instructor Name: Diana Marquez
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 175
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Instructor Office Hours:
T/Th: 6 :00 – 6:30 pm (appointment preferred)
 Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday 7:00 am – 3:00 pm.

Student Hours:
Monday & Wednesday
 Online

Tuesday & Thursday
 6:30 pm – 9:30 pm (On Campus)

Program Name: Legal Administrative Specialist		
OCPs	Course Names	Hours
A	OTA0040 Information Technology Asst.	150
B	OTA0041 Front Desk Specialist	300
C	OTA0042 Administrative Support	150
D	OTA0050 Legal Administrative Specialist	450

Course Description:
 This program is designed to prepare students for employment as a legal administrative specialist, information technology assistant, front desk specialist and/or administrative support specialist. It is intended to provide supplemental training for persons previously or currently employed in any of these occupations.

Coursework prepares students to perform legal office duties utilizing knowledge of legal terminology and legal office procedures; to transcribe legal documents; to perform legal office functions; to produce quality work using advanced features of business software applications. After successfully completing the program, the student will be able to perform legal office activities and will have developed skills in keyboarding, records management, communications, human relations, transcription, computer applications, and decision making.

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- A student must be withdrawn after being absent for six (6) consecutive days.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/atc-student-handbook/>

Required Textbooks/Resources:

- Legal Terminology, 6th Edition, Gordon Brown and Kent Kauffman, ISBN: 9780133766974

Class set of books available:

- Law for Business and Personal Use
- Legal Transcription/Projects
- Business Document Processing

Required Materials/Supplies:

- Headphones
- Storage device (flash drive)

Strongly Recommended Materials/Supplies:

- Casio business calculator
- Notebook, pen, pencil, highlighter(s), post-it notes

All required books and most materials/supplies can be purchased from the ATC bookstore. Stop by during operational hours for pricing, booklist and other purchasing information.

<p>Grading System:</p> <ul style="list-style-type: none"> A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete 	<p>Additional Program Specific Grading Information:</p> <ul style="list-style-type: none"> Daily/Classwork 25% Quizzes/Tests 25% Exams/Projects 50%
<p>Online Course Grading Policy:</p> <p>Online students' grades and attendance are based on the following:</p> <ul style="list-style-type: none"> • Scheduled assignments are due each Sunday by 11:59 pm. Late submission of work will affect the assignment grade. • Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be his/her own. • Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments. • Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session. 	
<p>View Your Grades:</p> <p>Grades can be viewed online by following the directions below:</p> <ol style="list-style-type: none"> 1. Go to Broward Schools Single Sign-On (SSO) Website link: http://browardschools.com/sso and enter your credentials: <ul style="list-style-type: none"> • Username: 10-digit student ID number • Password: PMM/DD/YYYY (initial password will start with a P and will follow your birthday with slashes). You can then change your password after your initial login. 2. Click on the FOCUS app on your Launchpad. If this app is not on your Launchpad, then: <ul style="list-style-type: none"> • Click on the "Request Center" tab and *add* the FOCUS app to your Launchpad. 3. Access FOCUS through your SSO launchpad each time. 	
<p>Classroom/Lab Rules:</p> <ul style="list-style-type: none"> • Sign in and out DAILY. • Read and follow DAILY AGENDA upon arrival. • Follow all rules in the student and discipline code books. • Cell phones silent or OFF and PUT AWAY. • Contact instructor by 8:00 am on the same day when absent (email preferred). • Come to class prepared to work and be respectful of ALL class members. • ALL assignments submitted to instructor must reflect the student's own individual work. • NO FOOD OR BEVERAGES IN THE LAB. 	
<p>Industry Certification & State Credential Exam Cost:</p> <ul style="list-style-type: none"> • Microsoft Office Specialist Word- \$100 • Microsoft Office Specialist Excel- \$100 • Microsoft Office Specialist Access- \$100 • Microsoft Office Specialist PowerPoint- \$100 • Microsoft Office Specialist Outlook- \$100 <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.</i></p>	<p>Outstanding Student Recognition Information:</p> <p>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.</p>

Program Name: Legal Administrative Specialist

Course Number: OTA0040

Course Name: Information Technology Assistant (150 Hours)

Occupational Completion Point: A

Intended Outcomes: ([From FL DOE Curriculum Framework](#))

Student will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance
- Develop an awareness of microprocessors and digital computers
- Demonstrate an understanding of operating systems
- Use technology to enhance the effectiveness of communication skills utilizing word processing applications
- Use technology to enhance communication skills utilizing presentation applications
- Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications
- Use technology to enhance communication skills utilizing electronic mail.
- 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
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
- Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication
- Demonstrate competence in page design applicable to the WWW.
- Develop an awareness of emerging technologies
- Develop awareness of computer languages and software applications
- Demonstrate comprehension and communication skills

Course Number: OTA0041

Course Name: Front Desk Specialist (300 Hours)

Occupational Completion Point: B

Intended Outcomes: ([From FL DOE Curriculum Framework](#))

Student will be able to:

- 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
- Demonstrate language arts knowledge and skills
- Demonstrate mathematics knowledge and skills
- Use oral and written communication skills in creating, expressing and interpreting information and ideas
- Solve problems using critical thinking skills, creativity and innovation
- Apply communication skills (reading, writing, speaking, listening, and viewing) in a courteous, concise and correct manner on personal and professional levels
- Use technology to enhance the effectiveness of communications in order to accomplish job objectives and enhance workplace performance
- Practice quality performance in the learning environment and the workplace
- Incorporate appropriate customer service strategies to accomplish job objectives and enhance workplace performance
- Incorporate appropriate leadership and supervision techniques and standards of personal ethics to accomplish job objectives and enhance workplace performance
- 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
- Demonstrate human relations/interpersonal skills appropriate for the workplace
- Perform administrative office functions and responsibilities to accomplish job objectives and enhance workplace performance
- Use technology to increase administrative office support productivity and enhance workplace performance.

- Describe the importance of professional ethics and legal responsibilities
- Use information technology tools.
- Participate in (administrative) work-based learning experience

Course Number: OTA0042

Course Name: Administrative Support (150 Hours)

Occupational Completion Point: C

Intended Outcomes: [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing
- Develop an awareness of management functions and organizational structures as they relate to today's workplace and employer/employee roles
- Practice quality performance in the learning environment and the workplace
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance
- Participate in work-based learning experiences
- Demonstrate an understanding of business law concepts
- Demonstrate an understanding of different types of insurance

Course Number OTA0050

Course Name: Legal Administrative Specialist (450 Hours)

Occupational Completion Point: D

Intended Outcomes: [\(From FL DOE Curriculum Framework\)](#)

Student will be able to:

- Perform legal office functions and responsibilities to accomplish job objectives and enhance workplace performance
- Use technology to increase legal office support productivity and enhance workplace performance
- Participate in work-based learning experiences in a legal office/ administrative setting