



Legal Administrative Specialist

Program Length/Schedule:

1050 hours/approx. 10 months (full-time)

This program is offered three times a year: August, January & June

Delivery Method: Traditional - 100% classroom-based;
Distance - 50% or more instructional hours via distance education (online).

M - F 7:05 a.m. - 10:05 a.m. (part-time)
M - F 7:05 a.m. - 1:50 p.m. (full-time)

All components of Legal Administrative Specialist are also offered distance, part-time or full-time, with on-campus labs and finals.

Lab - Th - 6:00 p.m. - 9:00 p.m.
Distance - M, T, W, F

Admission Requirements:

- 16 Years of Age or older
- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor

Job Outlook in the Ft. Lauderdale area:

- Demand for Legal Secretaries is expected to grow 4% between 2015 and 2023 (Source: Bureau of Labor Statistics).
- Entry level wages for Legal Secretaries are about \$14/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.

Course Content:

Students will be prepared for employment as a Legal Administrative Specialist, Information Technology Assistant, Front Desk Specialist and Administrative Support.

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; and 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.

Additional Skills Covered:

- Adobe Acrobat
- Business Fundamentals
- Business Law Concepts
- Communication Skills
- Computer Literacy
- Document Preparation
- Employability Skills & Portfolio
- Keyboarding Speed and Accuracy Development
- Legal Office Procedures
- Legal Terminology
- Legal Transcription
- Microsoft Office 2016

**Enroll in This Fast Track Program
for a Career in a Year**



FOR MORE INFORMATION CALL 754-321-5200

**Atlantic Technical College
and Technical High School**
4700 Coconut Creek Pkwy
Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



**Atlantic Technical College
Arthur Ashe, Jr. Campus**
1701 NW 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880

LEGAL ADMINISTRATIVE SPECIALIST

B072000 I (1050 hours)

Fees

| | | |
|---|---------------------------------------|----------------|
| Tuition (approximate cost based upon program length) | | \$2,940 |
| Lab (approximate cost based upon program length) | | \$158 |
| Basic Skills Test | | \$15 |
| Registration (non-refundable fee) | \$40 per semester or \$20 per quarter | \$80 |
| Annual Student Activity Fee | \$20 per academic year | \$20 |
| TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs) | | \$3,213 |

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

Industry Certification & State Credential Exams: Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

College Credit Transfer Opportunity and/or Advanced Standing: Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by Broward College or the Florida College System. Students must enroll in Broward College within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

INDUSTRY CERTIFICATION:

Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor/advisor for more information.

BOOKS/SUPPLIES:

For a list of books and prices go to www.atlantictechcollege.edu/bookstore-price-list/ or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

Your Action Plan Checklist - Get Started Today!

- Step 1 | Attend a Program Orientation**
- Step 2 | Take the Basic Skills Test or meet exemption criteria**
 - See your counselor/advisor for details on test exemptions/receive test results.
 - Accommodations for testing are available to qualified individuals. Visit the Office of Disability Services for details **before testing**.
- Step 3 | Meet with your counselor/advisor**
 - Receive test results
 - Discuss technical or academic program placement
 - Discuss special needs (unique situations)
 - Review Financial Aid
- Step 4 | Registration and Enrollment**



The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

