Atlantic Technical College

www.atlantictechnicalcollege.edu

2019 - 2020

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 I FAX: 754-321-5380



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

LEGAL ADMINISTRATIVE SPECIALIST		
	B072000 I (1050 hours)	Fees
Tuition (approximate cost based upon program length) Lab (approximate cost based upon program length) Basic Skills Test Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$2,940 \$158 \$15 \$80
Annual Student Activity Fee TUITION, LAB, ASSESSMENT, REGISTRATION, ACTI	\$20 per academic year VITY FEE (approximate costs)	\$20 \$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 <u>www.atlantictechnicalcollege.edu/bookstore-price-list/</u> 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!

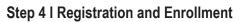
Step 1 I Attend a Program Orientation

Step 2 I 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 I Meet with your counselor/advisor

- Receive test results
- · Discuss technical or academic program placement
- Discuss special needs (unique situations)
- Review Financial Aid





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.



www.browardschools.com

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator 1754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.