Atlantic Technical College
Legal Administrative Specialist
Blended Distance/100% Online
Program Syllabus
2020-2021

Instructor Name: Diana Marquez
Department Name: Business and Information Technology
Office/Classroom Location: Building 7, Room 170
Phone Number: 754-321-5100
Email Address: diana.marquez@browardschools.com

Instructor Office Hours:
Th: 5:30 pm – 6:00 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:

Blended Distance: M-W, & F: Distance | **Th:** Mandatory on-campus 6:00 – 9:00 pm

100% Online: M & W-F: Distance | **T:** Mandatory virtual lab 5:30 – 8:30 pm

Program Name: Medical Administrative Specialist

OCPs	Course Names	Hours
A	OTA0040 Information Technology Assist.	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 application. 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- A student must be withdrawn after being absent for six (6) consecutive days.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 and/or Online Access:
- Keyboarding and Word Processing Essentials License
- eBook: Fundamentals of Law Office Management; Everett-Nollkamper, 5th Edition, ISBN: 9781285694955
- eBook: Legal Terminology; Okrent, 4th Edition, ISBN: 9781133696704

Classroom set of books available for use:
- Legal Office Projects | Transcription, Gilmore, 2nd Edition, ISBN: 978-0538729338

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.

Grading System:		Additional Program Specific Grading Information:	
A	90 - 100%	Daily/Classwork	25%
B	80 - 89%	Quizzes/Tests	25%
C	70 - 79%	Exams/ Projects	50%
D	60 - 69%		
F	0 - 59%		
I	Incomplete		

Online Course Grading Policy:

Online students' grades and attendance are based on the following:

- 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.

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to Clever SSO Website link: https://sso.browardschools.com and login:
   a. Username: 10-digit student ID number
   b. Password: PMM/DD/YYYY (or your personally created password after initial login)
2. Click on the FOCUS app on your Clever opening page.
   (You may need to scroll-down the page to see the FOCUS app.)
3. Enter your FOCUS username and password.
   NOTE: If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: https://broward.focusschoolsoftware.com/focus/.

Classroom/Lab Rules:

- 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.**

Industry Certification & State Credential Exam Cost:	Outstanding Student Recognition Information:
• 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 *You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated & subject to change.*	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 (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 skills 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, life-long 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.
- Apply professional oral and written communication skills in a courteous, concise, and correct manner.
- Solve problems using critical thinking skills, creativity and innovation and by interpreting information and ideas.
- Practice quality performance incorporating customer service strategies in the learning environment and the workplace.
- Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices 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.
- Describe the importance of professional ethics and legal responsibilities.
- Participate in simulated work-based learning experiences.

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.
- Participate in simulated 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 simulated work-based learning experiences.