



# Atlantic Technical College

## Legal Administrative Specialist

### Traditional Program Syllabus 2021-2022



**Instructor Name:** Kaysha Covington  
**Department Name:** Business and Information Technology  
**Office/Classroom Location:** Building 7, Room 170  
**Phone Number:** 754-493-3035  
**Email Address:** [kaysha.covington@browardschools.com](mailto:kaysha.covington@browardschools.com)

**Instructor Office Hours:**  
**M-F:** 2:00 – 3:00 pm (By appointment only)  
 Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday 7:00 am – 3:30 pm.

Student Hours:	OCPs	Course Names	Hours
<b>Monday – Friday</b> <b>High School AM:</b> 7:05 am – 10:05 am <b>Postsecondary AM:</b> 7:05 am – 10:05 am <b>Postsecondary Full-Time:</b> 7:05 am – 1:50 pm <b>High School PM:</b> 10:50 am – 1:50 pm <b>Lunch:</b> 10:05 am – 10:50 am	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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlantictechcollege.edu/atc-student-handbook/>

**Required Textbooks/Resources:**

- eBook: Fundamentals of Law Office Management; Everett-Nollkamper, 5<sup>th</sup> Edition, ISBN: 978-1285694955

**Classroom Set of Textbooks Available for Use:**

- Legal Office Projects | Transcription, Gilmore, 2<sup>nd</sup> Edition, ISBN: 978-0538729338

**Required Materials/Supplies:**

- Headphones
- Storage device (16 GB 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 and purchasing information or visit:  
<https://www.atlantictechcollege.edu/bookstore-price-list/>.*

<p><b>Grading System:</b></p> <p>A 90 - 100%</p> <p>B 80 - 89%</p> <p>C 70 - 79%</p> <p>D 60 - 69%</p> <p>F 0 - 59%</p> <p>I Incomplete</p>	<p><b>Additional Program Specific Grading Information:</b></p> <p>Daily/Classwork 25%</p> <p>Quizzes/Tests 25%</p> <p>Exams/Projects 50%</p>
<p><b>Course Grading Policy:</b></p> <p>Each student is expected to follow the daily/weekly assignments pacing schedule. Some assignment deadlines may be extended by the instructor for extenuating circumstances.</p> <p><b>Late Assignment Policy:</b> Late assignments will not be accepted. However, late points may be deducted if the student contacts the instructor prior to submitting a missed assignment.</p> <p><b>Online Course Grading Policy:</b></p> <p>Online students' grades and attendance are based on the following:</p> <ul style="list-style-type: none"> <li>Scheduled assignments are due each Sunday by <b>11:59 pm</b>. Late submission of work will affect the assignment grade.</li> <li>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.</li> <li>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.</li> <li>Exams may include an oral or lab/skills component and final exams will be completed in-person during a lab session.</li> </ul>	
<p><b>View Your Grades:</b></p> <p><b>Grades can be viewed online by following the directions below:</b></p> <ol style="list-style-type: none"> <li>Go to Clever SSO Website link: <a href="https://sso.browardschools.com">https://sso.browardschools.com</a> and login:       <ol style="list-style-type: none"> <li>Username: 10-digit student ID number</li> <li>Password: PMM/DD/YYYY (or your personally created password after initial login)</li> </ol> </li> <li>Click on the FOCUS app on your Clever opening page. (You may need to scroll-down the page to see the FOCUS app.)</li> <li>Enter your FOCUS username and password. <i>NOTE:</i> If the Focus App. is not visible after logging into Clever, please navigate to the Broward Focus website directly: <a href="https://broward.focusschoolsoftware.com/focus/">https://broward.focusschoolsoftware.com/focus/</a>.</li> </ol>	
<p><b>Classroom/Lab Rules:</b></p> <ul style="list-style-type: none"> <li>Sign in and out DAILY.</li> <li>Read and follow DAILY AGENDA upon arrival.</li> <li>Follow all rules in the student and discipline code books.</li> <li>Cell phones silent or OFF and PUT AWAY.</li> <li>Contact instructor by 8:00 am on the same day when absent (email preferred).</li> <li>Come to class prepared to work and be respectful of ALL class members.</li> <li>ALL assignments submitted to instructor must reflect the student's own individual work.</li> <li><b>NO FOOD OR BEVERAGES IN THE LAB.</b></li> </ul>	
<p><b>Industry Certification &amp; State Credential Exam Cost:</b></p> <ul style="list-style-type: none"> <li>Microsoft Office Specialist Word Core and/or Expert- \$100 each</li> <li>Microsoft Office Specialist Excel Core and/or Expert- \$100 each</li> <li>Microsoft Office Specialist Access Core and/or Expert- \$100 each</li> <li>Microsoft Office Specialist PowerPoint- \$100</li> <li>Microsoft Office Specialist Outlook- \$100</li> </ul> <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are estimated &amp; subject to change.</i></p>	<p><b>Outstanding Student Recognition Information:</b></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 technology to accomplish job objectives and enhance workplace performance
- Develop an awareness of microcomputers
- Demonstrate an understanding of networks
- Use word processing applications to enhance the effectiveness of various types of documents and communication
- Use presentation applications to enhance communication skills
- Use spreadsheet applications to enhance communication skills
- Use database applications to store and organize data
- Use electronic mail to enhance communication skills
- 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
- Develop awareness of computer languages, web-based & software applications, and emerging technologies.
- Demonstrate an understanding of basic html by creating a simple web page
- Demonstrate comprehension and communication skills
- Use social media to enhance online communication and develop an awareness of a digital footprint

**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 in order to apply ergonomic principles applicable to the configuration of computer workstations
- Demonstrate language arts knowledge and skills
- Apply professional oral and written communication skills in 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
- 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
- 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 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:

- Apply appropriate supervision techniques, standards of personal ethics, and knowledge of workplace regulatory practices to accomplish job objectives and enhance workplace performance
- 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
- Describe court systems and trial processes
- Discuss the juvenile justice system
- Discuss constitutional and criminal laws at the federal, state, and local levels
- Describe and explain the various steps of the criminal justice process
- Demonstrate employability skills
- Demonstrate knowledge of legal operating systems
- Demonstrate comprehension and communication of legal knowledge skills