

Atlantic Technical College &amp; Technical High School

# LEGAL ADMINISTRATIVE SPECIALIST

## 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

## Admission Requirements:

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



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



## Program Length:

1050 hours  
(approximately 10 months full-time)  
(approximately 20 months part-time)

## Program Offered:

August, January & June

## Delivery Method:

Traditional – 100% classroom-based  
Distance – 50% or more instructional hours  
via distance education (online)

## Days & Times:

### Traditional:

Mon – Fri 7:05 am – 1:50 pm (full-time)  
Mon – Fri 7:05 am – 10:05 am (part-time)

### Blended Distance:

(with mandatory on-campus weekly labs)  
Distance: Mon, Tue, Wed, Fri  
On-campus Lab: Thu 5:30 pm – 8:30 pm

### 100% Distance:

(with mandatory virtual weekly labs)  
Distance: Mon, Tue, Wed, Fri  
Virtual Lab: Thu 5:30 pm – 8:30 pm

## Job Outlook:

For information regarding Legal Administrative Specialist salaries/wages, visit [floridajobs.org](http://floridajobs.org)



## Atlantic Technical College and Technical High School

4700 Coconut Creek Parkway, 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

For more information call **754-321-5200** or visit [atlantictechcollege.edu](http://atlantictechcollege.edu)

# LEGAL ADMINISTRATIVE SPECIALIST

## B072000 (1050 Hours)

Tuition (approximate cost based upon program length)		Fees	\$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)

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

## \$3,213

## GET STARTED TODAY!

### YOUR ACTION STEPS:

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to Follow-up E-mail
- Step 3: Secure Funding Source
- Step 4: Apply for Financial Aid (optional)

### POSSIBLE JOB TITLES:

- Legal Administrative Assistant
- Legal Assistant
- Legal Secretary
- Legal Records Clerk

### 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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

### College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

### Books / Supplies:

For a list of books and prices go to [www.atlantictechnicalcollege.edu/bookstore-price-list/](http://www.atlantictechnicalcollege.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.



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.