

2023-2024

BUSINESS & ADMINISTRATION

Atlantic Technical College & 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

Admission Requirements:

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

Program Length

1050 Hours (approximately 10 months full-time | 20 months part-time)

Program Offered

August, January & June

Delivery Method

Traditional - 100% classroom based

Hybrid - less than 100% of required instructional hours via distance education

Distance - 100% of required instructional hours via distance education

Days & Times

Traditional:

Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time)

Monday - Friday | 7:05 a.m. - 10:05 a.m. (part-time)

Distance - with mandatory virtual weekly labs

Distance: Monday, Tuesday, Wednesday, Friday

Virtual Labs: Thursday | 5:30 p.m. - 8:30 p.m.

Atlantic Technical College & 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
AtlanticTechnicalCollege.edu

Job Outlook  Florida Department of Education
For information regarding
Legal Administrative
Specialist salaries/wages,
visit FloridaJobs.org



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

Celebrating 50 Years of Excellence!



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LEGAL ADMINISTRATIVE SPECIALIST

B072000 (1050 Hours)

Tuition

(approximate cost based upon program length)

Lab

(approximate cost based upon program length)

Basic Skills Test

Registration

(non-refundable fee - \$40/semester or \$20/quarter)

Annual Student Activity Fee

(\$20 per academic year)

In-State Fees

\$2,940

\$158

\$15

\$80

\$20

Out-Of-State Fees

\$11,760

\$158

\$15

\$80

\$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

\$12,033

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 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.

GET STARTED TODAY!

YOUR ACTION STEPS:

Step 1: Attend an ATC Program Information Session

Step 2: Reply to Follow-up E-mail

Step 3: Secure Funding Source

Step 4: Registration, Payment, and Enrollment

POSSIBLE JOB TITLES:

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



GET THERE
with Atlantic Technical College

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.

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