



Atlantic Technical College
Legal Administrative Specialist
Traditional/100% Online
Program Syllabus
2025-2026



Instructor Name: Kaysha Covington
Department Name: Business, Management and Administration
Office/Classroom Location: Bldg. 19 Room 184/Remote
Phone Number: 754-493-3108 or 954-507-2398
Email Address: kaysha.covington@browardschools.com

Instructor Office Hours:
Instructor responses to student requests will be provided within 24 hours of regular school operating hours: Monday – Friday 6:30 am – 3:00 pm
Instructor Virtual Office Hours:
Monday, Tuesday, Wednesday, Saturday & Sunday: 2:00 pm – 7:00pm **(By Appointment only)**

Student Hours: Traditional: Monday through Friday PT: 7:05am-10:05am FT: 7:05am-1:50pm (Break 10:05-10:55am Daily) 100% Distance: Monday – Wednesday, & Friday Virtual Lab: (Mandatory) Thursday, 5:30 pm – 8:30 pm via MS Teams in Clever: Team Name is Covington-AOS/LAS/MAS Online Full-Time: Estimated Minimum of 30 hours per week Part-Time: Estimated Minimum of 15 hours per week	OCPs	Course Names	Hours
	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 Assistant Secretary, Court/Judicial Clerk Assistant, Records/File Clerk, Notary Public, Insurance Agent, Title Examiner and/or various legal support positions. The Legal Administrative Specialist program is well-suited for individuals looking to gain foundational experience in the legal field and can serve as a pathway toward more advanced legal positions with additional education or certifications.

Through a combination of legal theory and administrative practice, students will develop a foundational understanding of the U.S. legal system, legal terminology, court procedures, and document preparation. Emphasis is placed on enhancing proficiency in legal terminology, ethical responsibilities, office management, and the use of legal-specific software applications. Students will gain hands-on experience in drafting legal correspondence, managing case files, scheduling, and maintaining confidentiality and professionalism in legal environments. The program prepares students to sit for the Accredited Legal Professional (ALP) NALS Certification exam and become a Microsoft Office Specialist (MOS) Expert or Master, in addition to earning the Legal Administrative Specialist Career Certificate.

Technical College Policy/Adult Student Attendance:

- A student will be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstances with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
<http://www.atlantictechnicalcollege.edu/atc-student-handbook/>

Required Textbooks/Resources: • E-Book: Law Office Technology; Lusk and Donnes, 9th Edition, ISBN# 978-0-357-61925-4 • NALS Basic Manual for the Legal Professional, 15th Edition ISBN: 9781539230816 by Thomson West • Windows PC (Strongly Recommended) Windows 10 Home or higher or Mac OS 10.15 Operating System or higher • Microsoft Office 2019/365 or higher (Available for free to enrolled students) • Minimum Hard Drive 250 GB or Higher • Computer Memory Recommended 16 GB RAM	Required Materials/Supplies: • Windows PC (Strongly Recommended) Windows 10 Home or higher or Mac OS 10.15 Operating System or higher Strongly Recommended Materials/Supplies: • Gregg Reference Manual, 11th Edition ISBN: 978-0-073-39710-8 by McGraw Hill Publishing • Casio business calculator • Notebook, pen, pencil, highlighter(s), post-it notes • USB Flash Drive (32GB suggested) • Computer Headset (e.g. headphones) • Notebook, pen, pencil, highlighter(s), post-it notes										
<i>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 or visit https://www.atlantictechicalcollege.edu/bookstore-price-list/.</i>											
Grading System: - A 90 - 100% - B 80 - 89% - C 70 - 79% - D 60 - 69% - F 0 - 59% - I Incomplete	Additional Program Specific Grading Information: <table> <tr> <td colspan="2">Gradebook Categories</td></tr> <tr> <td>Professionalism</td><td>10% of Final Grade</td></tr> <tr> <td>Daily/Classwork</td><td>15% of Final Grade</td></tr> <tr> <td>Quizzes/Tests</td><td>25% of Final Grade</td></tr> <tr> <td>Exams/Projects</td><td>50% of Final Grade</td></tr> </table>	Gradebook Categories		Professionalism	10% of Final Grade	Daily/Classwork	15% of Final Grade	Quizzes/Tests	25% of Final Grade	Exams/Projects	50% of Final Grade
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Course Grading Policy: Each student is expected to follow the daily/weekly assignments pacing schedule. Some assignment deadlines may be extended by the instructor for extenuating circumstances. Late Assignment Policy: Late assignments may be accepted. However, points may be deducted if the student did not notify the instructor prior to submitting a missed assignment. 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 or 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://bit.ly/workforce-ssso 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. <i>NOTE:</i> 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 for attendance credit.
- Read carefully and log-in to Canvas DAILY for the latest announcements, updates and daily assignments upon arrival.
- Follow all the rules provided in the student and discipline code correspondence.
- Cell phones silent or OFF and PUT AWAY during class lab.
- Contact the instructor as soon as possible on or before the same day when absent (email preferred).
- Come to class prepared to work and be respectful of ALL class members.
- All assignments submitted to the instructor must reflect the student's own individual work.
- **NO FOOD OR BEVERAGES IN THE LAB outside of designated break times.**

Industry Certification & State Credential Exam Cost:

- Accredited Legal Professional Exam- \$100 on Campus Proctored Testing/\$140 Remote Proctored Testing (Student Choice)
- Microsoft Office Specialist Word Core and/or Expert- \$100 each
- Microsoft Office Specialist Excel Core and/or Expert- \$100 each
- Microsoft Office Specialist Access Core and/or Expert- \$100 each
- 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.

Outstanding Student Recognition Information:

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**Occupational Completion Point: A**

Course Number: OTA0040

Course Name: Information Technology Assistant (150 Hours)

Intended Outcomes: (From FL DOE Curriculum Frameworks)

Students 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

Occupational Completion Point: B**Course Number: OTA0041****Course Name: Front Desk Specialist (300 Hours)****Intended Outcomes:** (From FL DOE Curriculum Frameworks)

Students will be able to:

- Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance 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 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

Occupational Completion Point: C**Course Number: OTA0042****Course Name: Administrative Support (150 Hours)****Intended Outcomes:** (From FL DOE Curriculum Frameworks)

Students 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
- 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

Occupational Completion Point: D**Course Number: OTA0050****Course Name: Legal Administrative Specialist (450 Hours)****Intended Outcomes:** (From FL DOE Curriculum Frameworks)

Students 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