

# 2026-2027 BUSINESS, MANAGEMENT & ADMINISTRATION LEGAL ADMINISTRATIVE SPECIALIST



**PROGRAM LENGTH**  
1050 Hours (approx. 10 months full-time  
or 20 months part-time)

**PROGRAM OFFERED**  
August, January & June

**DELIVERY METHOD**  
Traditional: 100% classroom-based

Distance: 100% of required instructional hours via distance education

#### DAYS & TIMES

Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time) | 7:05 a.m. - 10:05 p.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.

## COURSE CONTENT

This program prepares the student for employment in law firms, clerks of court offices, and corporate and judicial legal offices. The program prepares individuals 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; to research job opportunities; and to produce high-quality employment portfolios and job-seeking documents.

After 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.

Upon completion of the Legal Administrative Specialist program, students are eligible to test for the Accredited Legal Professional exam (ALP) offered by the National Association for Legal Support Professionals (NALS). The ALP was designed to establish preparedness for the demanding field of law.

### ADDITIONAL SKILLS COVERED:

- Adobe Acrobat
- Business Fundamentals
- Business Law Concepts
- Communication Skills
- Computer Literacy
- Document Preparation
- Employability Skills
- Keyboarding Speed & Accuracy Development
- Legal Office Procedures
- Legal Terminology
- Legal Transcription
- Microsoft Office
- Portfolio

### ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

**ENROLL** in this **FAST TRACK**  
Program for a  
**CAREER** in a **YEAR**

For more **INFORMATION**  
call **754.321.5200** or visit  
**AtlanticTechnicalCollege.edu**

Atlantic Technical College & Technical High School | 754.321.5100  
4700 Coconut Creek Parkway, Coconut Creek, FL 33063

Arthur Ashe, Jr. Campus | 754.322.2800  
1701 NW 23rd Avenue, Fort Lauderdale, FL 33311

# LEGAL ADMINISTRATIVE SPECIALIST

## B072000 (1050 HOURS)

**TUITION**

**LAB FEE**

**BASIC SKILLS TEST**

**REGISTRATION FEE**  
(non-refundable fee)

**ANNUAL STUDENT ACTIVITY FEE**

### \*TUITION & FEES

\*Tuition and fees are subject to change based on program length. There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.

## IN-STATE FEES

**\$2,940**

**\$210**

**\$15**

**\$100**

**\$20**

**\$3,285**

## OUT-OF-STATE FEES

**\$11,760**

**\$210**

**\$15**

**\$100**

**\$20**

**\$12,105**

## YOUR ACTION STEPS

- STEP 1** | Attend an ATC Program Information Session
- STEP 2** | Reply to Follow-up Email
- STEP 3** | Secure Funding Source
- STEP 4** | Registration, Payment, and Enrollment

## POSSIBLE JOB TITLES

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

## Job Outlook



For information regarding **Legal Administrative Specialist** salaries/wages, visit **FloridaJobs.org**

# GET STARTED TODAY



**GET THERE**  
with Atlantic Technical College

**THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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.

### 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 CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college.

To learn more and determine eligibility, visit [browardtechnicalcolleges.com/articulation-agreement/](http://browardtechnicalcolleges.com/articulation-agreement/), scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

### BOOKS/SUPPLIES:

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



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