



2024-2025 | ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
BUSINESS, MANAGEMENT & ADMINISTRATION

LEGAL ADMINISTRATIVE SPECIALIST

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.

Program Length

1050 Hours (approximately 10 months full-time | 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

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.

Job Outlook



For information regarding Florida Legal Administrative Specialist salaries/wages, visit [FloridaJobs.org](https://www.floridajobs.org)



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



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

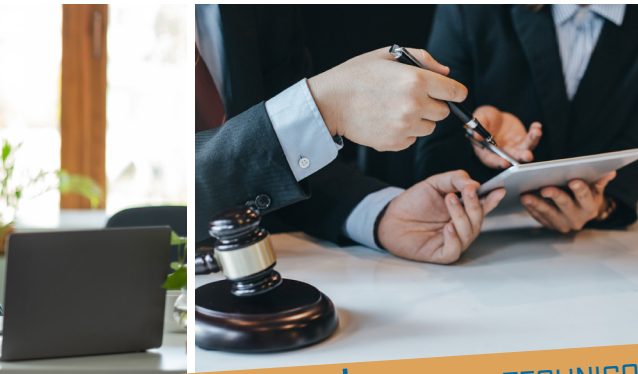
Atlantic Technical College & Technical High School

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 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](https://www.AtlanticTechnicalCollege.edu)



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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



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.

LEGAL ADMINISTRATIVE SPECIALIST

8072000 (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

\$3,213

\$12,033

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

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

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 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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