

## PREREQUISITES

Applicants who meet the state-mandated minimum basic skills requirements of the Test of Adult Basic Education (TABE) and interview with the program counselor may enter the program during the next enrollment period.

## PROGRAM CONTENT

- Computer Literacy
- Business Fundamentals
- Microsoft Office
- Communication Skills
- Document Preparation
- Legal Office Procedures
- Business Law Concepts
- Legal Terminology
- Keyboarding Speed Development
- Employability Skills

## The School Board of Broward County, Florida

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## McFATTER TECHNICAL COLLEGE McFATTER TECHNICAL HIGH SCHOOL 6500 Nova Drive | Davie, FL 33317 | 754.321.5700

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*Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.*



McFatter Technical College is Accredited  
by the Commission of the Council on  
Occupational Education (COE)

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Atlanta, GA 30350  
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# Legal Administrative Specialist

### **Distant/Hybrid Courses:**

Students enrolled in distant and/or hybrid courses should have daily access to a computer with internet and must have a valid email address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.



This is a great time to begin preparing for a new, challenging career in the business field where you can learn and apply your classroom instruction to real-life business situations learned from a well-rounded curriculum. This program will be delivered by an instructor with classroom and real world experience, and is a hybrid program that includes in-class and on-line activities.

Legal Administrative Specialists work in legal settings such as law firms and courts as well as state, local and federal governments. They provide support to legal teams and ensure legal offices run smoothly. Students will learn the fundamentals of the legal field including legal terminology, client confidentiality and various elements of the law. According to the Bureau of Labor Statistics, the job growth in the legal administration profession is projected to increase by 18 percent through the year 2018. This is a great time to pursue a career in this exciting, expanding profession!

## PROGRAM DESCRIPTION

**Full-Time: 1050 Hours | Approx. 12 Months**

**Blended Instruction/in-person and on-line classes**

**Program Schedule:**

**Monday - Thursday 5:00pm - 9:00pm**

**Online (approximately 14 hours per week)**

## COURSES

■ Information Technology Assistant	150 Hours
■ Front Desk Specialist	300 Hours
■ Administrative Support	150 Hours
■ Legal Administrative Specialist	450 Hours

## EMPLOYMENT OPPORTUNITIES

- Information Technology Assistant
- Administrative Support
- Contract Administrator
- Paralegal/Executive Assistant
- Legal Clerk
- Front Desk Specialist
- Legal Administrative Specialist

## ARTICULATION

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree at selected Florida state colleges.

## CERTIFICATION

Students will be prepared to take approved state and/or nationally recognized industry certification or licensure exams in their field of study.

For additional program information,  
please contact the Office of Admissions  
at 754.321.5700.

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FOR VETERANS' EDUCATIONAL BENEFITS

