

Business, Management, and Administration Career Cluster

Legal Administrative Specialist

	Secondary	PSAV
Program Number:	8212000	B072000
Standard Length:	7 credits	1050 hours
Basic Skills:		Mathematics 10.0 Language 10.0 Reading 10.0.

This program is designed to prepare students for employment as an Information Technology Assistant, Front Desk Specialist, Administrative Support, and Legal Administrative Specialist and to provide supplemental training for persons previously or currently employed in any of these occupations.

This program offers a broad foundation of knowledge and skills expanding the traditional role of the Legal Secretary. The content includes the use of technology to develop communications skills, higher level thinking skills, and decision making skills; legal terminology; the performance of office procedures specific to the legal environment; transcription of legal documents from machine dictation; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the legal secretarial industry: planning; management; finance; technical and production skills; underlying principles of technology; labor issues; community issues; and health, safety, and environmental issues.

The following table illustrates the PSAV program structure:

OCP	Course Number	Course Title	Course Length
A	OTA0040	BTE Core *	150
B	OTA0041	Front Desk Specialist	300
C	OTA0042	Administrative Support	150
D	OTA0050	Legal Administrative Specialist	450

Listed below are the courses that comprise this program when offered at the secondary level:

OCP	Course Number	Course Title	Course Length
A	See Below	BTE Core *	1 credit
B	8212110	Administrative Office Technology 1	1 credit
	8212120	Business Software Applications 1	1 credit
C	8215130	Legal Aspects of Business	1 credit
D	8212230	Legal Office Technology 1	1 credit
	8212240	Legal Office Technology 2	1 credit
	8212250	Legal Office Technology 3	1 credit

In accordance with Rule 6A-10.040 (FAC), the minimum basic skills grade levels required for postsecondary adult vocational students is: Mathematics 10.0, Language 10.0, Reading 10.0. These grade level numbers correspond to a grade equivalent score obtained on the Test of Adult Basic Education (TABE).