



## Legal Administrative Specialist

<b>Program Content:</b>	This program prepares students for employment as a legal secretary, confidential secretary, legal coordinator, or legal support assistant in an environment where they are required to perform secretarial duties using legal terminology, procedures and/or prepare legal documents and correspondence. The curriculum provides students with essential knowledge of legal clerical procedures, types of law and specific terminologies, and the principles of law office management. An integral part of the program is exposure to software applications specific to a law office environment. In addition to intensive work-based training in Microsoft Office, the self-paced program also includes legal transcription, journal accounting, and legal document processing. Development of goals and plans to prioritize and organize work, methods of time management, information retrieval, telephone etiquette, workplace safety, and personal productivity.
<b>Admissions:</b>	<ol style="list-style-type: none"><li>1. Apply to MTC at <a href="https://manateetech.edu/apply-now/">https://manateetech.edu/apply-now/</a>. Submit your application to access your "To-Do List." You are not accepted into the program after applying, you must complete your do list.</li><li>2. Attend a Program Information Session. Call 941.751.7900, prompt, 6 Information Sessions.</li><li>3. Complete your "To-Do List" at <a href="https://www.MTCdashboard.net">https://www.MTCdashboard.net</a>. Note: TABE (Test of Adult Basic Education) must be taken within 6 weeks of your admit date unless exemption criteria have been documented. For exemption information, see TABE exemption in the Student Handbook located here: <a href="https://www.manateetech.edu/quick-docs/">https://www.manateetech.edu/quick-docs/</a></li></ol>
<b>Length of Program:</b>	Full-time 1050 hours – approximately 8 months full-time to complete
<b>Dual Enrollment:</b>	No
<b>Industry Certification:</b>	Microsoft Office Specialist (MOS) Bundled (4 out of 6) or Microsoft Office Master Specialist, Certification from National Society for Legal Technology
<b>Articulation:</b>	May be available towards credits at Florida public colleges/universities. Speak with a Career Counselor for more information.
<b>Job Placement Rate:</b>	80%
<b>On-time Completion Rate:</b>	93%
<b>Location:</b>	MTC Main Campus, 6305 State Road 70 East, Bradenton, FL 34203 941.751.7900
<b>Start Date:</b>	August, January
<b>Start Time:</b>	Monday - Friday, 8:00 a.m. – 3:00 p.m.
<b>For More Information:</b>	Contact Terri Parrish: 941.751.7900 x 1033, <a href="#">Email</a>

<b>Program #B072000</b>		<b>CIP# 0522030103</b>
Estimated Tuition, Lab, and Fees <i>(includes administrative fee)</i>		<b>\$3893.00</b>
<b>Additional Fees Due Prior to Admittance</b>		
Application Fee		\$30.00
<b>Bookstore</b>		
Uniform*		\$30.00
Textbook(s)*		\$56.00
<b>Total tuition, lab fees, additional fees and expenses <i>(estimate)</i></b>		<b>\$4009.00</b>

***Financial aid available depending on student's eligibility***

All pre-admission fees are non-refundable and not covered by Financial Aid. \*Prices are subject to change. Annual fees (charged each academic year from July 1—June 30).

Textbook estimate. Current book list and prices: <http://manateetech.edu/current-students/bookstore/>

Tuition is \$2.92 per hour for Florida residents. Tuition is \$11.71 per hour for Non-Florida residents.

The School Board does not discriminate on the basis of race, color, ethnicity, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), ancestry, genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes") in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations. The Superintendent shall appoint a compliance officer whose responsibility it will be to require that Federal and State regulations are complied with and that any inquires or complaints are dealt with promptly in accordance with law. S/He shall also require that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act will be provided to staff members and the general public. Any sections of the District's collectively-bargained negotiated agreements dealing with hiring and promotion will contain a statement of nondiscrimination similar to that in the Board's statement above.

**941.751.7900**

**ManateeTech.edu**