



Sheridan Technical College
& Technical High School
www.SheridanTechnicalCollege.edu

Hello Career!

24/25

Main Campus 5400 Sheridan Street • Hollywood, FL 33021 • Tel: 754.321.5400
West Campus 20251 Stirling Road • Pembroke Pines, FL 33332 • Tel: 754.321.3900
High School Campus 3775 S.W. 16th Street • Fort Lauderdale, FL 33312 • Tel: 754.321.7450

LEGAL ADMINISTRATIVE SPECIALIST

Schedule

- **Thursday**
6:00 pm - 9:00 pm
- **Online: Monday, Tuesday, Wednesday & Friday**

Enrollment of New Students

- August 12, 2024
- October 15, 2024
- January 7, 2025
- April 1, 2025
- June 5, 2025

Orientation

- **Wednesday** - see back page for details

Program Content

- Keyboarding Skills
- Administrative Terminology
- Transcription/Web-based Meeting Software
- Office Practices and Procedures
- Communication Skills
- Certifications

Program Length

1050 hrs | Full Time 10 months / 35 weeks

Approximate Cost

\$3,906

Location

Main Campus



Description of Program

The Legal Administrative Specialist program is designed to prepare students for employment as a Front Desk Specialist, Legal Administrative Support, or Legal Administrative Assistant. The program's content will familiarize students with legal terminology and a basic knowledge of both the legal system and legal profession. Students will also be prepared to proficiently use Microsoft Office 365/2019 and apply specific programs that are widely used in legal organizations. This includes, word processing PDF creation and document assembly, spreadsheets for timekeeping and billing, database for case management and docket control, use of cloud-based software applications for electronic discovery, litigation support, computer-assisted legal research and electronic mail, presentation for graphics/trial software along with a host of several other types of application software used in legal organizations. Upon program completion, students will be eligible to sit for the Accredited Legal Professional NALS Certification exam; become Microsoft Office Specialist (MOS) certified, in addition to earning the Legal Administrative Specialist Certificate.

Requirements for Admission

- Orientation/Testing/Counselor Interview – see back page for details
- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, Microsoft Office 2019 and Windows 10
- 16GB flash drive or portable hard drive
- Basic computer skills

Additional Considerations

Must have:

- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, Microsoft Office 2019 and Windows 10
- 16GB flash drive or portable hard drive
- Basic computer skills

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.

- Microsoft Office Specialist (MOS) Bundle
- MOS Master

📍 5400 Sheridan Street
Hollywood, FL 33021

☎ Tel: 754.321.5400

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Stay Connected



FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

Our Admissions and Financial Aid Process is now online!

The first step is to register for a program orientation. Please visit www.sheridantechnicalcollege.com/getting-started for the complete admissions process.

Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit two required supporting documents.

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented students)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

Basic Skills

Programs of 450 hours or more (except ATD programs) are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. If the program is less than 450 hours, no basic skills test is required.

You may be exempt from testing if you:

1. Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma (**official high school transcript required**);
2. Possess a college degree at the Associate in Applied Science (AAS) level or higher from an accepted accredited college or university (**official diploma or transcript required**);
3. Demonstrate readiness on the 2014 GED® (**official transcript required**);
4. Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (**official test results required. Valid up to 2 years prior to the start of program**);
5. Active duty member of any branch of the United States Armed Services (**paper order or ID card required**);
6. Pass a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the CTE program in which the student is enrolled (**official test results required**); or
7. Enrolled in an apprenticeship program that is registered with FLDOE.

LEGAL ADMINISTRATIVE SPECIALIST (B072000)

Tuition/Registration **\$3,265**

PAVE	\$2,940
Lab	\$210
Registration Fee	\$80
Student Activity Fee	\$20
Test Fee	\$15

Books/Supplies **\$641**

Books and supplies are subject to change; therefore, the approximate program cost may fluctuate. For the current book and supply list, visit: www.sheridantechnicalcollege.edu/textbook-list

SCAN for Book List



Approximate Program Cost **\$3,906**

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

STC_Program Sheets Rev 8.2024



Sheridan Technical College is accredited by the Commission of the Council on Occupational Education.
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel (770) 396-3898 • Fax (770) 396-3790
www.council.org



Sheridan Technical College Practical Nursing Program is accredited through Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road, NE Suite 1400
Atlanta, GA 30326
Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. 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. www.BrowardSchools.com

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Barrett Goldman, Assistant Director | Jose Laverde, Jr., Assistant Director
Wendolynn M. Sanchez, Assistant Director

SCAN for more info on Sheridan Technical College

