


Career Cluster: Business Management and Administration Secondary CTE Program: 1050 Hours **Legal Administrative Specialist** 8212000/B072000

Academy Pathway: Business Management and Technology **Eligible Recipient:** ATC Students on Target for Graduation

	<b>ATLANTIC TECHNICAL HS OFFERS a 32 CREDIT HIGH SCHOOL DIPLOMA with 16 CORE CURRICULUM CREDIT REQUIREMENTS</b>						
	<b>ENGLISH</b> 4 credits	<b>MATH</b> 4 credits	<b>SCIENCE</b> 4 credits, 2 with lab	<b>SOCIAL STUDIES</b> 4 credits	<b>OTHER 8 credits</b> PE; Health/Integrated Science; Fine Arts; Foreign Lang x2; SAT Prep/ Critical Thinking; Tech Studies; Computer	<b>Technical Program of Study 8 Credits</b> Concentrated in 1 of 26 Technical Programs of Study	<b>AP Courses Offered:</b> English Language/ English Literature/ Calculus/ Statistics/ American History/ Government/ Psychology/ Biology/ Spanish/ Physics/ Programming

<b>HIGH SCHOOL</b>	<b>FAB 4 - No One Else Does It Better!</b> Each student is provided the opportunity to obtain: a College Ready HS Diploma; Technical Program Completion Certificate w/ Dual Enrollment Quality Points; Industry Credential(s); Articulated Post-Secondary or College Credit								
	9	English I	Algebra I or higher as recommended by Guidance	Biology	Spanish I	PE	Music Appreciation	Health 1/2 credit/Integrated Science 1/2 credit	Computing for College and Careers
	10	English II	Geometry or higher as recommended by Guidance	Chemistry	World History	Spanish II	Technology Studies I	Psychology	Critical Thinking/SAT Prep/Advanced Reading
	11	English III	Algebra II or higher as recommended by Guidance	Physics	American History	Administrative Office Tech I	Business Software Applications I	Legal Aspects of Business	Legal Office Technology I
	12	English IV	Pre-Calc or higher as recommended by Guidance	Environmental Science	American Government/ Economics	Legal Office Technology II	Legal Office Technology III	Business Directed Study/Special Projects	Business Directed Study/Special Projects

**OCPs Obtained Upon Completion of Program:** A= IT Assistant; B= Front Desk Specialist; C= Administrative Support; D= Legal Admin Specialist

<b>POSTSECONDARY</b>	Career and Technical Education programs are comprised of eight (8) courses and upon successful completion, may lead to industry recognized certificates, licenses, occupational opportunities and/or postsecondary education options. Please review some of the current available opportunities listed below.		
	<b>Partners: Business and Industry</b> Uniweld Products, Inc.; Mr. Edward Cayia, P.A.; Mr. Greg Ross, Attorney at Law; KEW (Healthcare), Inc.; City Furniture	Technical Dual Enrollment Requirements: <i>minimum</i> 2.0 GPA and TABE Exit Scores: R10 M10 L10	<b>Articulation Agreements</b>
	<b>Employment Opportunities</b> Information Technology Assistant; Front Desk Specialist; Administrative Support; Legal Administrative Assistant	<b>Technical Dual Enrollment Courses Opportunities:</b> Legal Office Technology I-III, Business Directed Study: B072000 E-H	<b>SBBC HIGH SCHOOL to BC:</b> None  <b>DUAL ENROLLMENT / PSAV:</b> Upon completion of OCP's A & B, 19 Credits maximum towards an AAS or AS in Office Systems Technology-Legal Office Systems Specialization.
<b>CAREER</b>	<b>Post-Secondary Career Options</b> Lawyer Specialty: Sports; Entertainment; Family, Securities, Trust, Immigration, Real Estate, Corporate, Tax; Administrative: Accounting/Finance; Human Resources; Information Technology; Legal Administrator; Legal Secretary; Librarian; Marketing; Paralegal; Receptionist; Court Reporter; Technical Specialist (Patent Agent)	<b>Industry Credential Opportunities for ATC Students Completing All Program Requirements:</b> Florida Ready to Work/ Microsoft Certified Application Specialist (MCAS)/ Microsoft Certified Application Professional (MCAP) bundle: Excel Word, PowerPoint, Access, Outlook, Vista/Office Specialist: Word, Excel, PowerPoint, Access, Outlook/IC3	<b>STATE OF FLORIDA:</b> 18 -21 credits to AAS/AS in Office Administration