

# The Academy of Florida Course Catalog and Student Handbook

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## **PRESIDENT’S STATEMENT**

At The Academy of Florida we believe that any individual, given the proper training, can become a successful secretary in the legal field. Our goal is to help our students to develop and enhance their secretarial skills; to introduce them into the legal and real estate industry as an entry-level secretary or assistant; and to help them ascend the corporate ladder. Given that the Campus Director and the Director of Education at The Academy of Florida are legal professionals who have ascended the corporate ladder personally, we feel uniquely qualified to help our students make that journey.

## **Legal Status**

The Academy of Florida is a private, postsecondary school incorporated in the state of Florida. The Academy of Florida is owned by Academic Technologies Inc. The school was founded in 2009 and is presently owned by Christopher M Perez. Additional information may be obtained by writing to: Christopher M Perez, President, The Academy of Florida 779 NW 46<sup>th</sup> St, Suite 313 Miami FL 33166. Mr. Perez may also be contacted by visiting the schools website at [it-certification-courses.com](http://it-certification-courses.com) or e-mail: [cperez@academyfl.com](mailto:cperez@academyfl.com)

## **Faculty**

Fernando Uribe  
A+, N+, MCSE, MCT, CCNA, CCNP, SQL, CISSP

Alfred Andreu  
Attorney at Law – Legal Secretary Program

## **Administrators**

Christopher Perez  
Director – Full Time

Mareny Perez  
Director of Student Services – Full Time

Tania Rodriguez  
Director of Placement – Full Time

Yaritza Madrigal  
Administrator

Humberto Urrutia  
Director of Admissions

## **Licensure**

The Academy of Florida is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution can be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400; Toll-Free Telephone Number: (888) 224-6684.

Programs offered by The Academy of Florida are available to all students without regard to race, age, religion, sex, creed, handicap or national origin. Catalog information is subject to modification at any time by proper administrative procedures to meet changing industry needs or regulatory requirements. Program costs are based on rates in effect on the date of the signing of the enrollment agreement.

## **History**

The Academy of Florida was originally founded with a vision of helping others to become successful working in the legal industry as a secretary. The goal was to give the students the proper training and assist them to excel in the Legal Industry.

The school continues forward today with one basic principle – to help students get a high quality legal secretary education at an affordable price.

Historically, the school’s focus has been toward the adult learner who desires to change careers and is looking for a school that can accommodate their special needs. The training strategy has been and is to teach these “career changers” the basics of the legal industry with a specialty focus in the real estate sector.

## **Mission**

The Academy of Florida is a private postsecondary institution dedicated to providing quality education designed to prepare students for work in the legal industry. The curriculum prepares students for employment within the legal industry by developing new skills, expanding their knowledge base and awakening new intellectual interests.

The Academy of Florida strives in all its activities to provide an atmosphere that fosters professional and personal development, academic achievement and social interaction.

## **Philosophy**

The purpose of The Academy of Florida is to bridge the gap between students and employers through quality training and personal development. The combined teaching of personal and

professional skills enables our students to live and work responsibly in a complex, changing society. The school emphasizes the awareness of the consequences of individual actions and choices.

At The Academy of Florida we dedicate ourselves to providing our students a quality educational experience leading to an enriching and profitable career. In achieving this goal, our administration, staff members, and educators understand the following: (a) the most important people in our organization are our students; (b) our students are not dependent on us, we are dependent on them; (c) the purpose of our work is our students; (d) all students who enter the doors at The Academy of Florida are entitled to respect, dignity, and the recognition that they are the future professionals of their newly chosen field of study; (e) the staff at The Academy of Florida will provide support to the student in the attainment of his/her personal and professional goals and (f) the only unjustified suggestion or complaint is the one which goes unspoken.

We, at The Academy of Florida in support and agreement with this statement, promise to uphold these ideals to the fullest of our abilities.

## **School Facilities**

### **The Academy of Florida**

The Academy of Florida is located at 7791 SW 46st, Suite 313 Miami Fl 33166 and consists of 3,200 sq. ft. of office, library and classroom space. This location provides easy accessibility by private and public transportation. Additionally, this campus provides over 50 free parking spaces that our student body can utilize. These facilities include administrative office space, classrooms with seating capacity for up to 12 students, library facilities able to accommodate up to five students, testing and laboratory facilities which can accommodate up to ten students, and ample common space for study. The classrooms are outfitted with up-to-date presentation and Tier-1 vendor supplied computer equipment selected to give the student experience on the same equipment encountered in the corporate environment.

## **Admissions Requirements**

The admissions policy and procedures of The Academy of Florida assures the students equal access to the opportunity to develop the skills and knowledge necessary for them to secure employment. The policies of The Academy of Florida will be nondiscriminatory to any eligible applicant regardless of race, sex, color, national origin, age, or disability. The admission policies are as follows:

### **Admission to The Academy of Florida is open to:**

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
4. Transfer students from accredited technical colleges, colleges, universities and other post-secondary institutions.

**Age:** All applicants must be 17 years of age or older.

**Assessment Exam:** Applicants are required to complete and score a 70% or better on a placement

assessment exam based on both general knowledge and computer literacy. This exam may result in the school's advising the student that the level of sophistication contained in some subject matter may be too advanced for the student and he/she may be directed to another program.

**Application process:** A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent to the school. The applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

## **Admission Procedures**

A standard application form must be completed and signed by the applicant and parent or guardian (if applicable) and sent or delivered in person to the school. Applicant is responsible for providing the school with a transcript or diploma to certify proof of completion of high school requirements. Upon acceptance, the enrollee shall remit a registration fee of \$100.00 to confirm enrollment and to assure the applicant a place in the program. Prospective students are encouraged to visit the school although a visit is not necessary for acceptance.

Arrangements for a tour or an interview with a staff member can be made by calling the school or sending a letter to the Admissions Department.

Ancillary program expenses vary based on the level of the program. A list of all suggested additional materials are available to all enrollees at the beginning of the program.

## **Academic Grievances**

Those grievances, which are academic in nature, should be brought to the immediate attention of the Director of Education. The Director of Education is responsible for investigating the matter with the appropriate persons. Recommendations based on the investigations will be made to a Review Board comprised of two Student Services Representatives from The Academy of Florida Inc and two students of The Academy of Florida Inc for resolution. If the situation is not resolved to the student's satisfaction, an appeal may be made to the President of The academy of florida.

## **Nondiscriminatory Policies**

The Academy of Florida is committed to the principle of equal opportunity. The School does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, and disabled veteran or Vietnam era veteran status. When requested, The Academy of Florida will provide reasonable accommodation to otherwise qualified students with disabilities.

## **Privacy Rights**

To protect the privacy of students and families, Federal law sets certain conditions on the disclosure of personal information from records kept by schools. The relevant law is “The Family Educational Rights and Privacy Act of 1974” (PL98-380).

Information regarding a student’s attendance or grades will not normally be released without the student’s express written permission. Students should be aware that federal and state agencies periodically request personal, attendance and grade information to verify both attendance and satisfactory progress. This information is required for continued enrollment in various federal grant and loan programs. The school will release information to these agencies as required by law. Disclosure may also be made to the student’s parent, if the student is a dependent of the parent, as defined by the Internal Revenue Service. The school will maintain a written record of each request for access and each disclosure of personally identifiable student information.

## **Attendance**

**Class attendance is mandatory.** Records are maintained in the student file clearly indicating the student’s attendance for each scheduled class period. An absence will be charged for a full day when the student does not attend any of the scheduled classes on that day. Since The Academy of Florida is a clock hour school, a partial day of absence will be charged for the number of hours of absence during the day.

School holidays are not considered as days of absence. Students shall have the right to observe his/her appropriate religious holidays without penalty or reprisal. Absences for such holidays will not count against the number of absences allowed by school policy.

## **Operating Hours**

The Academy of Florida offers different schedules to accommodate working students. Morning classes meet from 8:00a.m. to 12:00 p.m. Afternoon classes meet from 1:00pm – 5:00pm and evening classes from 6:00pm to 10:00 p.m. The Academy of Florida administrative offices are open Monday – Friday 9:00am – 6:00pm.

## **Tardiness**

All students are required to arrive prior to class time in order that the class not be disrupted and to develop a professional work attitude. Any student arriving late or departing early will have this recorded as time out of class and counted toward total attendance time. Repeated tardiness may be grounds for dismissal.

## **Make-Up Policy**

All assignments, tests, etc. are due as scheduled in the syllabus. The Academy of Florida recognizes both excused and unexcused absences. In the case of an excused absence, the student may make-up the quiz or exam within three school days with no grade penalty. After the three-day window, ten points will be deducted from the overall test grade for every day past the three-day grace period. In the case of an unexcused absence, while the same make-up policies will be in effect, The

Academy of Florida will recognize 90% as a “perfect score” and reduce ten points per day after the third day that the student returns to school.

## **Credit Transfer**

The Academy of Florida does not grant advanced standing or credit to students for previous education or training. The Academy of Florida of South Florida, Inc, does not accept college or university credit toward any certificate granting program. The Academy of Florida cannot guarantee that credits earned at The Academy of Florida will be accepted by another institution. It is the student’s responsibility to confirm whether or not credits obtained at The Academy of Florida are transferable to another institution of the student’s choice.

## **Leave of Absence Policy**

A leave of absence may be granted only in extreme emergencies. Leaves shall not exceed 20% of the total clock hours in the program and shall be for specific and acceptable purposes. A written request for leave of absence shall be submitted to the Director of Education and must be signed by both the school representative and the student. A copy of the request and approval/denial must be placed in the individual student’s file.

The student is allowed to make up any or all exams, projects, or course work missed while on approved leave. Arrangements for make-up work are the student’s responsibility and must be made with the individual instructor. If a student fails to return from leave, the student will be considered withdrawn and terminated from the program.

## **Personal Evaluations**

In addition to academic and practical test grades, students are subject to continuing professional evaluations based on personal observations of student’s attitude, attendance, reliability, dependability and other areas while in training. These grades will be provided to the student to assist in making them aware of areas that are traditionally important to employers. Personal evaluation grades are determined by using the same evaluation system currently in place for academic and lab assessments.

In computing an overall academic grade point average, the total grade points as assigned are divided into the total number of grade points earned including all written tests, professional grades and practical projects administered during the course.

## **Costs**

All tuition costs are detailed in the specific program sections of this catalog. Program and individual course expenses are based on clock hour distributions of program elements that include both theoretical and practical training.

## Clock Hour Definition

A clock hour is defined as a period of sixty (60) minutes, with a minimum of fifty (50) minutes of instruction in the presence of an instructor.

## Grading Scale

<b>The Academy of Florida Grading Policy</b>	
<b>Grade Definitions</b>	
<b><u>Grade</u></b>	<b><u>Grade Value</u></b>
A 96-100	4.0
A- 92- 95	3.7
B+ 88- 91	3.3
B 84- 87	3.0
B- 80- 83	2.7
C+ 76- 79	2.3
C 72- 75	2.0
C- 68- 71	1.7
D 65- 67	1.0
F Below 65	0.0

None of the following annotations are included in the computation of the GPA.

<b>I</b>	Incomplete – A grade of Incomplete must be made up within two weeks After the start of the next “quarter”. If not, the grade is changed to “F”.
<b>R</b>	Retaken – The Highest grade is used in computing cumulative GPA When a subject is repeated.
<b>W</b>	Withdrawal
<b>IP</b>	In Progress
<b>C</b>	Credit
<b>NC</b>	No Credit

Students who officially withdraw from the school will receive a grade of “W.”

## Satisfactory Academic Progress

Satisfactory Progress:

A student must maintain a cumulative grade point average of 1.75 to remain in good scholastic standing at The academy of florida.

Students with continuous enrollment who are attending school full time are allowed up to 150% of the duration of the program to achieve their Certificate of Completion.

## **Unsatisfactory Progress: Probation/Termination:**

- (1) Students who fail to achieve a 1.75 cumulative GPA at 25% (or any subsequent grading cycle) of the clock hours will be placed on academic probation during the following period. Programs of 100 hours or less will be evaluated at midpoint only.
- (2) Students who fail to achieve and maintain a 1.75 higher GPA during the probationary period may be terminated.
- (3) Students achieving a 1.75 or higher GPA at the end of the grading cycle may continue on probation for one additional grading cycle at the discretion of the Director of Education.
- (4) Students who fail to achieve a 1.75 cumulative GPA at the end of their second consecutive probationary period may be terminated.
- (5) In order to be removed from probation, a student must achieve a 2.0 or higher cumulative GPA at the end of the grading period in question.

## **Progress Report**

In all programs, students are provided a progress report at 25% of the completed program clock hours, at the mid-point, (50% of the completed clock hours), at 75% of the completed program clock hours, and at the completion of the program.

## **Academic Transcripts**

An unofficial copy of each student's transcript is available to the student upon request. The school reserves the right to withhold an official transcript if the student's financial account is in arrears. Transferability of hours attended at the school is limited and rests entirely on the decision of the receiving institution. There is no guarantee that the hours earned at The Academy of Florida will be accepted at another educational institution.

## **Re-Admission**

A student whose enrollment was terminated for unsatisfactory progress can re-enroll after a minimum of one progress evaluation period. Such re-enrollment does not circumvent the approved refund policy.

A student who re-enrolls after termination for unsatisfactory progress remains on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment shall be terminated.

## **Rules of Conduct – Termination Policy**

Students attending classes at The Academy of Florida are expected to act with self-discipline and professionalism and to conduct themselves as responsible citizens both at the training complex and in the community. Mutual respect between students and faculty is paramount. Should any instance occur where the student's behavior is in question, he/she will receive a verbal warning followed by a written warning. Should the infraction be of a grievous nature, the student will be terminated from the school immediately without verbal or written warning. Students may be terminated from enrollment for the reasons listed below. Further clarification of these policies is available from the Director of Education and may be requested at any time.

## **Rules of Conduct – The Academy of Florida**

Violation of the school's Drug Free policy through use or possession of unauthorized drugs

Failure to meet academic or attendance criteria.

Undesirable conduct which compromises or poses a threat or danger to the safety, health or property of the school including but not limited to other students, faculty, staff, officers, the student him/herself or conduct disruptive to the educational process.

Failure to meet financial obligations as outlined in the Enrollment Agreement.

In the school and student's best interests when the student is on probation and in the judgment of school officials no progress is in evidence nor anticipated.

Theft of goods, property or services.

Possession or use of firearms or any other potentially dangerous weapon.

Gambling on any school premises or property.

Sexual harassment, abusive language, use of profanity or threats to school staff or faculty.

Failure to adhere to school rules contained in the school catalog, handbooks or other school publications.

## **The Conduct System: a Brief Overview**

The Director of Student Services is responsible for administering the student disciplinary system at The Academy. As members of an academic community and of society at large, students have both rights and responsibilities. Students are expected to be aware of and follow school policies and law.

Suspected student violations of school policies or campus rules are referred to Student Services, including academic and social misconduct, occurring on- or off-campus. Centralized reporting and handling of student discipline cases maintains consistency and fairness in treatment of cases, and centralized records ensure that repeat offenders are disciplined accordingly.

Academic honesty is very important at The Academy. The Code of Academic Conduct is part of a long-standing honor code tradition at our campus. Students who violate the Code may be removed from school, even for a first-time violation; admitting the violation and accepting responsibility, including sanctions, may reduce the severity of the penalty. Students who admit or are found in violation of the Code normally receive a grade of "F" or zero on the work in question.

Students are also subject to discipline for social misconduct, which can range from violations of noise, alcohol, or drug policies, to disruption of class, to theft, fraud, misuse of computers, or conduct that threatens health and safety. The more serious the violation, and the higher the risk of harm to the campus community, the more severe the sanctions.

Where possible, informal procedures are used to resolve disciplinary matters, emphasizing education, personal growth and ethical behavior -- upholding standards of academic integrity and responsible conduct to protect the quality of education and the welfare of our community. In the few cases in which formal fact-finding procedures are used, the system is designed to provide a prompt, fair, and impartial hearing and resolution of the matter. A student may consult an advisor at any stage in the informal or formal process.

## **Notice of Report**

When a report is received, Student Services notifies the student by email of the suspected misconduct, and directs the student to meet with the Director of Student Services.

## **The First Meeting**

At the first meeting, the student is advised of his/her rights and informed of the evidence supporting the charges. The student has an opportunity to respond and to discuss possible ways of resolving the case.

Students do not have to say anything at the informal meeting, but if they choose to do so, they must tell the truth. Providing false information in the discipline process is a serious violation which can result in removal from the school.

## **Informal Disposition**

Informal disposition means resolution without a formal hearing, usually by agreement between the student and the Director, including the sanction to be imposed, if any. Most cases (more than 95%) are resolved by mutual agreement under Informal Disposition procedures, no penalty can be imposed informally without the student's consent, unless he/she fails to participate in the disciplinary process.

If the student does not participate in this process, unilateral action can be taken or the case may be referred for formal adjudication. Unilateral action may include administrative holds on registration, transcripts, graduation, and/or diploma, or may include disciplinary Probation or even removal from the school. This means that the student needs to schedule an appointment

promptly and participate in the process. A student may appeal unilateral action, but must show reasonable grounds for failing to cooperate.

## **The Formal Hearing Process**

A formal fact-finding hearing is an educational proceeding, not a trial or court hearing. The goal is to find the truth through a fair, prompt, and effective process, respecting and preserving the rights of the accused student, the school community, the reporting party, and any witnesses.

Hearing panel members should have no prior involvement in the case, and must be able to render a fair decision; they may be challenged and removed if found to be biased.

The purpose of the fact-finding process is to find the truth of what happened through a fair hearing before neutral decision-makers (students and faculty). In keeping with the school's educational goals, the accused student and the reporting party each speak on their own behalf, except in unusual circumstances. They may each be accompanied by an advisor, but attorneys may not represent parties in the formal hearing process.

The student and reporting party receive prior written notice by email of the specific charges at issue and the date, time, and location of the hearing. The notice also summarizes the hearing procedures, including the right to an advisor, and the parties' responsibility to exchange evidence and witness lists before the hearing.

## **Hearing Procedures**

Hearings are closed except to the hearing panel, the accused student, the reporting party, and the witnesses (who are present only at the time they testify), unless otherwise approved by the hearing chair or Director of Student Services. The accused student may be present at the hearing or absent. Both the reporting party and the accused student may provide evidence and question witnesses. Panel members may also question witnesses. If they testify, witnesses can be questioned and must tell the truth. The accused student may remain silent. Formal rules of evidence do not apply. An audio recording of the hearing is kept.

After the hearing ends, a written report is prepared containing findings of fact (what happened, and was it more likely than not that the student violated school standards). If appropriate, sanctions may be recommended. Any findings and recommendations must be based only upon evidence received at the hearing. The student receives written notice of the decision.

## **Appeals**

A student who is found in violation has ten days to file a written appeal of the decision, on the grounds that:

1. there is no substantial basis in fact to support the findings;
2. the sanction is inconsistent with the findings;
3. there was unfairness in the proceedings; or

4. there is newly discovered important evidence that was not available at the time of the hearing. The appeal may be denied, granted in whole or part, or other relief may be directed where appropriate.

## **Completion Requirements**

To be eligible to receive a Certificate of Program Completion, the student must have completed the required hours in his/her selected program. The student must maintain a cumulative grade point average of 2.0 in order to receive his/her Certificate of Completion.

All students must have satisfactorily fulfilled all financial, academic, and other obligations to the school before they will be allowed to exit the program.

## **Student Services**

The Director of Student Services, in conjunction with the student services department, coordinates all academic advising and personal advising; supervision and monitoring of attendance records and leaves of absence; placement assistance; information concerning local housing, transportation, child care and relevant coping skills, and general development appropriate to higher education students.

## **Library**

Students are encouraged to utilize the school's library facilities. The library is presently located at The academy of florida's first classroom. The Library is open from 9:00am-10:00pm (Monday-Friday; except holidays). Students may use the library for research, reference, and study projects. In addition to the video tapes, audio tapes, test reviews, books and periodicals available for student usage, students can access and utilize software and applications on computer workstations provided in the Testing Lab located in close proximity to the main library.

## **Job Placement Assistance and Career Services**

The Academy of Florida is vitally interested in the student as an individual. Individual and group advisement directed at personal and career concerns is available from highly experienced staff members. Career Services concentrate on preparing the student for successful entry into the job market following graduation.

Information is available through the Director of Career Services in areas including: resume preparation, job search techniques and interview techniques, dressing for the job interview, and what to do following the interview. Information on professional publications and services available to the graduate to assist in targeting search areas is also provided.

Students who complete their program are assisted with job placement. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, **but cannot guarantee employment or internships.**

## **Student Withdrawals**

A student may withdraw from training at any time subject to written notice received by the school's Director. Such notice may be either hand delivered or sent certified mail within one week of the last day of actual attendance.

## **Student Records**

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain school files, records, or documents which pertain to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend his/her education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the education record. Students have the right to file complaints as outlined in the Academic Grievances section of the Catalog.

Education records are all school files, records or documents which contain information directly related to the student. Examples of education records are the student education files, placement files and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

## **Holiday Schedule**

The Academy of Florida is closed on: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day.

# Curriculum Outlines

## **Legal Secretary**

Diploma

432 Clock Hours

5 Months

### Program Objective:

The objective of the Legal secretary program is to prepare individuals to become entry-level legal secretaries with a specialized focus on the real estate industry. The curriculum focuses on the ability to research, write, and analyze legal documents, investigate relevant facts, conduct legal research, interview clients and witnesses and perform any other task an attorney may perform except that a legal assistant may not give legal advice.

### Program Description:

The core training for this program is based on the National Association of Legal Professionals. This program offers comprehensive legal training, and will prepare the student to work in the complex, ever-growing legal field. This program offers a purely legal education with Introduction to the legal field and core courses in the legal system, civil litigation, legal research and legal writing. Additionally, this program provides extensive training with the most common types of applications found in the legal field such as Microsoft Word, Microsoft Excel and Microsoft Outlook.

Please note: For this program, the graduate must sit for and pass the following exams in order to become certified

Microsoft Office: Microsoft Application Specialist Word  
Microsoft Office: Microsoft Application Specialist Excel  
Microsoft Office: Microsoft Application Specialist PowerPoint

NALS: Basic Course ALS Certification

<b>PROGRAM BREAKDOWN BY COURSE</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
P101	Introduction to the Legal Field This course covers how Students will learn what kind of job opportunities exist and what tasks a legal secretary may perform.	10
P101L	Introduction to the Legal Field Lab This lab covers all necessary principals of how students will learn	10

	what kind of job opportunities exist for real estate and legal secretary professionals.	
P102	<p>Legal Terminology</p> <p>By presenting an actual legal matter and following it throughout the legal process, students are introduced to the most relevant legal terms. The case presented is tracked through both the civil and criminal court procedures.</p>	35
P102L	<p>Legal Terminology Lab</p> <p>This lab covers all necessary skills to process a legal matter and terminology associated.</p>	5
P103	<p>Legal Analysis</p> <p>It is critical for a paralegal to understand the process and structure of proper legal analysis. Students will develop the skills to analyze both case law and statutory authority in this module.</p>	30
P103L	<p>Legal Analysis Lab</p> <p>This lab covers the process of identifying case law and statutory authority.</p>	10
P104	<p>Legal Memorandum Form</p> <p>After learning the analytical process, students will analyze provided cases and statutes to prepare internal and external memorandums.</p>	20
P105	<p>State Specific Instruction</p> <p>Local and state trial and appellate courts specific to the student's jurisdiction will be discussed. In addition, students will be provided with information related to researching the law within the State of Florida!</p>	20
P106	<p>Federal Court Structure</p> <p>This course covers how students will be instructed in the basic differences between state and federal jurisdiction, as well as the federal jurisdictions for the class.</p>	20
P107	<p>Ethical Considerations</p> <p>Since a violation of an ethical rule may affect the supervising attorney as well as the legal secretary, it is critical that students be familiar with the Rules of Ethics and be taught to maintain a high ethical standard.</p>	20
P108		20

	<p>Pleading Preparation</p> <p>This course focuses on pleadings. Pleadings are documents filed with the court asking the court to take a specific action. Students will study pleadings, and will prepare a complaint (with a summons) and an answer.</p>	
P108L	<p>Pleading Preparation Lab</p> <p>This lab covers how students prepare a complaint (with a summons) and an answer.</p>	20
P109	<p>Utilization of Legal Forms</p> <p>In a real law office environment, a paralegal would almost never prepare a document from scratch but would rely on previously existing forms and templates. In this class, students will learn to manipulate templates and utilize formbooks to become more effective and efficient paralegals.</p>	8
P109L	<p>Utilization of Legal Forms Lab</p> <p>This lab covers how students will learn to manipulate templates and utilize formbooks to become more effective and efficient paralegals.</p>	20
P110	<p>Deposition Digesting</p> <p>Students will be provided with a deposition transcript and will be taught to summarize that document, an important paralegal skill.</p>	34
P111	<p>Legal Research Skills</p> <p>Legal research is the cutting edge for today's legal secretaries. By using hands-on, interactive training devices, students will learn proper law library Utilization, how to locate primary authority, how to use secondary sources, how to update research sources, and how to utilize specific legal materials, including American Law Reports, American Jurisprudence, 2d, Corpus Juris Secundum, West Digests, Words &amp; Phrases, Am. Jur. Proof of Facts, formbooks, treatise research, legal periodicals, Shepard's, administrative rules and regulations and state and federal statutory research. Students will also be trained in the use of the two most important legal research systems, The Key Number System by West Publishing Company and the Total Client Service Library by Lawyer's Cooperative Publishing Company.</p>	40
P112	<p>Online Legal Research Skills</p> <p>Due to the relationship between The Academy of Florida and LexisNexis, enrolled students will be trained in and have access to LexisNexis On-Line Legal Research for approximately one year.</p>	8
RSA101	<p>Real Estate Business</p> <p>Students will learn the real estate business, license requirements, law and legal descriptions, the mortgage market and planning and zoning associated with real estate.</p>	72
MCAS1	<p>Microsoft Word 2010</p> <p>Students will gain the basic knowledge of working with Microsoft Word. Microsoft Word is used to create, revise and save documents for printing and future retrieval.</p>	10
MCAS2	<p>Microsoft Excel 2010</p>	10

	Student will gain the basic knowledge of working with Microsoft Excel. Microsoft Excel is used to create, revise and save spreadsheets.	
MCAS3	Microsoft Outlook 2010 Student will gain the basic knowledge of working with Microsoft Outlook. Microsoft Outlook is used to create, respond, revise and save emails as well as scheduling meetings, and working with tasks and notes.	10
	<b>TOTAL:</b>	432

Course Book List:

Introduction to Paralegalism: Perspectives, Problems and Skills, Seventh Edition William P Statsky C 2009 Cengage Learning.

Basics of Legal Document Preparation, Robert Cummins C 2009

Florida Real Estate Exam Manual: For Sales Associates & Brokers 32nd Edition by Linda Crawford 2009

Microsoft Office System 2010 Step by Step Microsoft Paperback Joyce Cox, Joan Lambert III, Curtis Frye.C 2009

<b>PROGRAM COST:</b>	
Tuition	\$6445.00
Fees	\$100.00
Books & Supplies	\$450.00
Any Other Costs (Exams)	\$0.00
Total Program Cost	\$6995.00

## **The Network Technician**

Certificate of Completion

360 Clock Hours

18 Weeks

Program Description:

To prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. Consisting of the materials from the A+ Computer Technician, Network Professional (+) and Level I of the Microsoft MCSA Program, The Technicians is designed to cross-train individuals in several disciplines. Upon successful completion of the program and meeting all course requirements and financial obligations the student will be issued a certificate of completion.

Note: In order to obtain the IT industry certifications covered by the content of this program, the graduate must sit for and pass the following exams:

CompTIA Exams:

- Exam 220-701: CompTIA A+ Essentials 2009
- Exam 220-702: CompTIA A+ Computer Technicians Career Path
- Exam N10-004: CompTIA Network+ Exam (2009)

Microsoft Exams:

- Exam 70-410:: Installing and Configuring Windows Server 2012: 20410
- Exam 70-411: Administering Windows Server 2012: 20411
- Exam 70-412: Configuring Advanced Windows Server 2012 Service: 20412

Program Objective:

The objective of this program is to combine the skills learned through the A+ Computer Technician, Network Professional (+) and Level I of the Microsoft MCSA Programs. Graduates will demonstrate the ability to: Build, repair and upgrade personal computers; employ a working understanding of different network standards and the advantages and disadvantages of each; use networking tools and utilities to troubleshoot common network infrastructure issues; install, configure and administer Microsoft Windows Server 2012 and Windows 8 operating systems; implement and administer Microsoft Windows Server 2012 Directory Services and Network Infrastructure; and create a secure network using Microsoft Windows Server 2012 security features. Students successfully completing The Network Technician Program will have the knowledge and ability to perform the job of an entry-level administrator of a Windows Server 2008/2012 local area network.

**Competencies for Employment**

The objective of this program is to prepare a student to obtain the skills necessary to become a competent entry-level Network Administrator. The Network Technician Program is designed to cross-train individuals in several disciplines using the materials from the A+ Computer Technician, Network Professional (+) and Level I of The Academy’s Microsoft MCSA course sequence. Upon successful completion of the program, meeting all course requirements and financial obligations, the student will be issued a certificate of completion.

**Graduate Performance**

This program provides the student with the knowledge to support basic computer networks and devices. The students will be prepared for entry level employment as a PC technician or entry level network administrator.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
NAP 1	A+ Computer Technician Program	60
NAP 2	Network Professional (+) Program	60
NAP 3	Level I of the Microsoft MCTS/MCITP Program	240
<b>Total:</b>		<b>360</b>

**Information Technology Professional**  
 Certificate of Completion

480 Clock Hours  
24 Weeks

**Program Description:**

The core training for this program is defined by the competencies emphasized in attaining the (MCTS) Microsoft Certified Technology Specialist, the (MCITP) Microsoft Certified IT Professional certification and the Cisco Certified Network Associate (CCNA) certification. These certifications ensure that the holder possesses competencies in maintaining, managing and administering the Microsoft Windows 2008 Platform for business enterprise. Students in the Information Technology Professional Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments. Coursework will focus on all facets of the Windows 2008 Network operating system platform from installing the operating system to the planning, design and implementation, virtualization, security and customizing of Windows 2008 networks. Additionally, graduates will demonstrate a basic command of the Cisco internetworking operating system for Cisco router and switches.

In order to achieve application program certifications, all students must sit for and pass the following exams:

**Microsoft**

- Exam:70-620 Microsoft Certified Technology Specialist: Vista Configuration
- Exam:70-640 MCTS: Windows Server 2008 - Active Directory Configuration
- Exam:70-642 MCTS: Windows Server 2008 - Network Infrastructure Configuration
- Exam:70-643MCTS: Application Infrastructure Configuration
- Exam:70-647 MCITP: Enterprise Administrator Windows Server 2008

**Cisco**

- Exam 640-802: Cisco Certified Network Associate

**Program Objective:**

The objective of the Information Technology Professional Program is to prepare students with the skills necessary for the design, implementation and administration of the Microsoft Windows 2008 Operating System/Server Platform and the administration of Cisco Hardware. Upon successful program completion, graduates will possess the education and skills necessary to obtain an entry-level information technology administration position in a medium to large sized organization.

**Graduate Performance:**

This program provides the student with the knowledge, skills, and competencies to support basic computer networks and devices. The students will be prepared for entry level employment as an entry level network administrator.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
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IT (1)	Install and Configure Windows Vista	10
IT (2)	Configure Windows Vista Application and Tools	15
IT (3)	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	50
IT (4)	Configuring Identity and Access Solutions with Windows Server 2008 Active Directory	25
IT (5)	Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure	75
IT (6)	Deploying Windows Server 2008	25
IT (7)	Configuring and Troubleshooting Internet Information Services in Windows Server	25
IT (8)	Configuring Windows Server 2008 Terminal Services 2	25
IT (9)	Designing a Windows Server 2008 Network Infrastructure	25
IT (10)	Designing a Windows Server 2008 Active Directory Infrastructure	25
IT (11)	Designing a Windows Server 2008 Application Infrastructure	25
CCNA (1)	Interconnecting Cisco Networking Devices Part 1	37.5
CCNA (2)	Interconnecting Cisco Networking Devices Part 2	37.5
<b>TOTAL:</b>		<b>480</b>

Program Book List:  
Information Technology Professional:

MCTS Training Kit (Exam 70-680): Configuring Windows 7 Client (Microsoft Training Kit 70-680) (Hardcover) April 2009.

MCTS Training Kit (Exam 70-640): Configuring Windows Server 2008 R2 Active Directory, Second Edition. (Hardcover) July 2011.

MCTS Training Kit (Exam 70-642):Configuring Windows Server 2008 R2 - Network Infrastructure Configuration, Second Edition. (Hardcover) May 2011.

MCTS Training Kit (Exam 70-643): Configuring Windows Server 2008 R2 Application Platform, Second Edition. (PRO-Certification) (Hardcover) August 2011.

MCITP Training Kit (Exam 70-647): Windows Server Enterprise Administration (Hardcover) April 2008.

CCNA Cisco Certified Network Associate Study Guide (640-802). Todd Lammie. Sybex Press. 2011

<b>PROGRAM COST:</b>	
Tuition	\$10,885.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs (Exams)	\$0.00
Total Program Cost	\$11,985.00

## **Application Architect**

Certificate of Completion

360 Clock Hours

18 Weeks

### **Program Description:**

The core training for this program is defined by the competencies emphasized in attaining the (MCTS) Microsoft Certified Technology Specialist certification credential in the .Net Application Development Platform, SQL Server 2008 Platform and SharePoint Server Platform. This certification ensures that the holder possesses competencies in developing, maintaining, and managing .NET applications. Students in the Application Architect will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments.

In order to achieve the MCTS certifications covered within the Application Architect, all students must sit for and pass the following exams:

Exam: 70-432 MCTS: SQL Server 2008 Implementation and Maintenance

Exam: 70-536 MCTS: Microsoft .NET Framework Application Development Foundation

Exam: 70-515 MCTS: Web Applications Development with Microsoft .NET Framework

Exam: 70-667 MCTS: Microsoft SharePoint Server 2010, Configuring

Exam: 70-668 MCITP: Microsoft SharePoint Server 2010, Administrator

**Program Objective:**

The objective for the Application Architect program is to teach individuals how to design and implement Microsoft.NET applications for PCs running a Microsoft Windows® operating system. The student will also learn how to write software/applications which access data from a database using Microsoft ActiveX® data objects to access and manipulate data sources and display information on the SharePoint Server Platform. A Certificate of Completion will be awarded upon successful completion of this program.

**Competencies for Employment**

The core training for this program is defined by the competencies emphasized in attaining the (MCTS) Microsoft Certified Technology Specialist certification credential in the .Net Application Development Platform, SQL Server 2008 Platform and SharePoint Server Platform. This certification ensures that the holder possesses competencies in developing, maintaining, and managing .NET applications. Students in the Application Architect Program will be provided with hands-on learning in order to ensure that they receive ample experience in both structured learning and “real world” environments.

**Graduate Performance:**

This program provides the student with the knowledge to create basic Microsoft Windows software/applications. Students will be prepared for entry level employment as a Microsoft Windows programmer.

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>
AA(1)	Creating Databases and Database Files	10
AA(2)	Creating Data Types and Tables	15
AA(3)	Using XML	50
AA(4)	Working with XML	25
AA(5)	Installing and Configuring SQL Server 2005	75
AA(6)	Securing SQL Server	25
AA(7)	Implementing System Types and Interfaces	25
AA(8)	Implementing Collections and Generics	25
AA(9)	Monitoring and Debugging Applications	25
AA(10)	Implementing Windows SharePoint Services	25
AA(11)	Implementing Microsoft Office SharePoint Server 2007	25
<b>TOTAL:</b>		<b>360</b>

Program Book List:  
Application Architect:

MCTS Self-Paced Training Kit (Exam 70-432): Microsoft SQL Server 2008 Implementation and Maintenance (Pro-Certification). Solid Quality Learning. Microsoft Press. 2009.

MCTS Self-Paced Training Kit (Exam 70-536): Microsoft® .NET Framework Application Development Foundation, Second Edition (Self-Paced Training Kit). Northrup, Tony. Microsoft Press. 2008.

MCTS Self-Paced Training Kit (Exam 70-562): Microsoft .NET Framework 3.5 ASP.NET Application Development (Pro - Certification). Snell, Mike. 2008.

MCTS Self-Paced Training Kit (Exam 70-667): Configuring Microsoft SharePoint 2010 (Training Kits) [Paperback]. Holme, Matthews. Microsoft Press. 2011.

MCTS: Microsoft Office SharePoint Server 2010 Configuration Study Guide: Exam 70-630. Pyles, James. Microsoft Press. 2010.

<b>PROGRAM COST:</b>	
Tuition	\$7,895.00
Fees	\$100.00
Books & Supplies	\$1,000.00
Any Other Costs (Exams)	\$750.00
Total Program Cost	\$9,745.00

## Course Numbering System

Course numbering system reflects an abbreviation for each individual program. Within each program every component is numbered in a hierarchical order to display the normal progression through each individual program.

## Payment Options

**Payment Options:** The Academy of Florida requires that payment or payment arrangements for tuition are made prior to start of the first class session. Various payment options are available:

**Pay in Full:** The Academy of Florida accepts cash, personal or company check or credit card payments.

**Educational Loans:** The Academy of Florida works with several financial institutions to assist students in paying for their training. Most loan programs allow students to defer payment while in school.

**In House Payment Plan:** Under certain circumstances, The Academy of Florida will agree to provide financing for students unable to otherwise find funding in advance of class start on a case-by-case basis.

## **Cancellation and Refund Policy**

1. Should a student cancel or withdraw for any reason, notification must be received by the school in writing to the President of the School either in person or by certified mail.
2. Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of the equipment where training and services are provided.
3. All refunds will be made (including \$100.00 registration fee) if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
4. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100.00 registration fee.
5. Cancellation after attendance has begun, but previous to program completion of 40% will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing 40% or more of the program will result in no refund.
7. Termination date: The termination date for refund computation purposes is the date upon which termination/withdrawal/cancellation written notice was received by the school.
8. Refunds will be made in the same payment method and to the same payee from whom tuition payment was originally made. Refunds by credit card will generally be refunded to the same credit card used to pay the tuition. Refunds by check or cash will be refunded by check. All refunds will be made within 30 days of the date that The Academy of Florida determines that the student has withdrawn.
9. A student not maintaining a cumulative GPA of 1.75 at the end of any academic period, has violated the school's Rules of Conduct, or fails to meet all financial obligations to the school are subject to termination by the Director of Education.

## **Employment Disclaimer**

The Academy of Florida makes no guarantee of employment upon completion of any training program.

## **Disclosure Statement**

Courses are not necessarily taught in the same order that they appear on the curriculum outline. The school reserves the “right to change the program outline, start dates, tuition, and/or to cancel programs.” Currently enrolled students will not be affected by tuition increases. All program cancellations shall be in accordance with the Department of Education and State of Florida Rules and Regulations.

## **Policy on Special Accommodations**

The Academy of Florida through the Student Services Administrator, arranges academic accommodations for enrolled students. Services must be arranged in advance and require documentation of the disability. Technical and adaptive equipment is available through both the Student Services Administrator and Director of Education. Additional information is available by calling 786 -553-9310.

## **Student Complaint/ Grievance Procedure**

The Academy’s objective is the preparation of its graduates for a career in their field of training. If a student has a grievance, the following procedure must be followed. It is The Academy’s desire that a grievance be settled at the lowest possible level, and resolved as rapidly as possible.

1. A student will attempt to resolve a grievance with the person involved.
2. If a student is unable to resolve the grievance with the person involved, it should be submitted in writing to that person’s supervisor.
3. If the grievance is still unresolved after two days, a written summary is submitted to the Director of Education. A meeting will be set up to include the student, person involved and the Director of Education. Every effort will be made to resolve the grievance at this point.
4. If the Director of Education cannot resolve the grievance, a written summary by the Director of Education, along with all other materials, will be forwarded to the President. A written decision on the grievance report will be sent to the student and the Director of Education within five working days after receipt of the signed grievance.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the State Licensing Agency at the following address:

Florida Department of Education, Commission for Independent Education  
325 West Gaines Street, Suite #1414, Tallahassee, Florida 32399-0400

# **ACADEMIC CALENDAR**

**JANUARY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FEBRUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**MARCH**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**APRIL**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**MAY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**JULY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**AUGUST**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**OCTOBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**DECEMBER**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



- Start of Term
- End of Term
- Holidays
- Last Day to Drop

**WINTER 2017-18**

- Jan. 1 New Years (School Closed)
- Jan. 8 Start of TERM 1
- Jan. 12 Last Day for Add/Drop
- Jan. 15 Martin Luther King Jr.-No School (Faculty Workday)
- Feb. 19 Presidents Day - No School (Faculty Workday)
- Feb. 16 End of TERM 1
- Feb. 26 Start of TERM 2

**SPRING 2018**

- Mar. 2 Last Day for Add/Drop
- Mar. 29 Holy Thursday- No School (Faculty Workday)
- Mar. 30 Good Friday (School Closed)
- Apr. 6 End of TERM 2
- Apr. 16 Start of TERM 3
- Apr. 20 Last Day for Add/Drop
- May 25 End of TERM 3
- May 28 Memorial Day (School Closed)

**SUMMER 2018**

- Jun. 4 Start of TERM 4
- Jun. 8 Last Day for Add/Drop
- Jul. 4 Independence Day (School Closed)
- Jul. 13 End of TERM 4
- Jul. 23 Start of TERM 5
- Jul. 27 Last Day for Add/Drop

**FALL 2018**

- Aug. 31 End of TERM 5
- Sep. 3 Labor Day (School Closed)
- Sep. 10 Start of TERM 6
- Sep. 14 Last Day for Add/Drop
- Oct. 8 Columbus Day- No School (Faculty Workday)
- Oct. 19 End of TERM 6
- Oct. 29 Start of TERM 7
- Nov. 2 Last Day for Add/Drop
- Nov. 11 Veterans Day