

2017/2018



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

Hello Career!

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

Program Content

- Keyboarding skills
- Machine transcription
- Oral and written communication
- Internet and E-mail
- Electronic desktop publishing
- Utilization of advanced computer software applications

Program Length

1050 hrs | Full Time 10 months
Part Time 20 months

Approximate Cost

\$3,525

Location

Main Campus

Schedule

- **Tuesday, Wednesday & Thursday**
7:00 am - 12:30 pm
Online: Monday & Friday
- The first five weeks consist of Business Core. It includes: Basic Computers, Windows, Microsoft Word, Microsoft Excel, Powerpoint, Time Management, Blackboard Collaboration, D2L, Atomic Learning IT Assistance.

Enrollment of New Students

- August
- October
- January
- March
- June

Gainful Employment

- For more information about this program, visit the link below.



ADMINISTRATIVE OFFICE SPECIALIST



Description of Program

The Administrative Office Specialist Program is designed to prepare students for employment as a General Office Clerk, Secretary, or Administrative Assistant. The program content includes: emerging office technology and procedures; oral and written communications; critical thinking and decision making; career research; introductory and advanced keyboarding skills; transcription of documents from dictation; electronic desktop publishing; integrated software applications; and the development of employment portfolios and job seeking documents. The Administrative Office Specialist Program utilizes Microsoft Office 2016 and other software that prepares students for the Microsoft Office Specialist (MOS) Industry Certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview
- Computer with Internet access, microphone/speakers, Microsoft Office 2016 and Windows 7 or 8 operating system
- 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
- Quickboks Certified User

College Credit Transfer Opportunity and/or Advanced Credit

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree by Broward College or the Florida College System.

For eligibility requirements, visit <http://www.broward.edu/academics/cpl/Pages/technical-college.aspx>



<http://www.sheridantechnicalcollege.edu/project/administrative-office-specialist/>



Stay Connected



Welcome to Sheridan Technical College!

ADMISSION AND REGISTRATION PROCEDURES

1. Attend Orientation

Program specific orientation is held Monday through Thursday. To register for orientation:

- **Main (Hollywood) Campus:** Report to Building 11, Office of Student Affairs no later than 8:30 a.m.
- **West (Pembroke Pines) Campus:** Report to the main office no later than 8:00 a.m.

2. Apply for Financial Assistance (OPTIONAL)

- If you require financial assistance please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. Delays in completing the financial aid process may affect your ability to register on time.

3. Take the Test of Adult Basic Education (TABE)

- Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. The TABE test is approximately 2.5 hours and assesses students in the areas of reading, math and language. To register please bring \$15.00 and a valid picture ID. The test schedule and registration location is as follows:
- **Main (Hollywood) Campus:** M-TH report to Building 11, Office of Student Affairs no later than 9:00 a.m.
(Report to Building 11 no later than 8:30 a.m. when also attending orientation)
- **West (Pembroke Pines) Campus:** T, W, F report to the main office no later than 8:00 a.m.

4. Counselor Interview

- You must meet with your program counselor/advisor to finalize the admissions process. Topics to be discussed include: TABE scores, TABE exemption, remediation, Florida residency for tuition purposes, etc. Test scores cannot be provided over the phone. There are no appointments required to meet with the program counselor/advisor. Please contact our offices to obtain counselor/advisor office hours.

5. Register for Class

- Registration is on a first come, first served basis. Prospective students can register upon receiving an acceptance letter. Registration is held throughout the year, so verify course availability and registration dates with the program counselor/advisor. Textbooks, uniforms, kits and all other required supplies must be purchased prior to the first day of class

BASIC SKILLS EXEMPTION - You may be exempt from the TABE if you:

- Entered 9th grade in a Florida public school in the 2003-2004 school year, or any year there after, and earned a Florida standard high school diploma (official high school transcript required);
- 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);
- Demonstrate readiness via the 2014 GED®, P.E.R.T, ACT, SAT, WBST and/or GAIN (official test results required);
- Active duty member of any branch of the United States Armed Services (paper order or ID card required);
- 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
- Enrolled in an apprenticeship program that is registered with FDOE.

ADMINISTRATIVE OFFICE SPECIALIST (B070330)

Tuition/Registration **\$3,203**

PAVE	\$2,940
Lab	\$158
Registration Fee	\$80
Student Activity Fee	\$10
Test Fee	\$15

Books/Supplies **\$322**

Term: 1
Microsoft Office 2016 Introductory Ebook
ISBN: 9781305893610

Microsoft Word 2016 Ebook
ISBN: 9781337015813

USB Flash Drive 8 GB

Headphones w/ Microphone

Term: 2
Office Procedures 21st. Century 8th Ed.
ISBN: 9780135063897

Term: 3
MOS Practice (Web Based)

Industry Credentials **\$0**

Microsoft Office Specialist (MOS) Bundle
MOS Master
Quickboks Certified User

Approximate Program Cost **\$3,525**

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 10.2017

Sheridan Technical College & Technical High School – Thomas Monclovich, Director

Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Annette Johnson, Assistant Director | Jose Laverde, Assistant Director



Sheridan Technical College is able to provide more information about our graduation rates, the median debt of students who have completed the programs, and other important information. Please visit our website at <http://www.sheridantechnicalcollege.edu/gainful-employment-pages>.



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. (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Tel (404) 975-5000 • Fax (404) 975-5020
www.acenursing.org



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