Program Content

- Legal terminology
- Transcription of legal documents
- · Internet and email
- Research of job opportunities
- Utilization of advanced computer software applications
- Career research
- · Legal aspects of business and legal documents

Program Length

1050 hrs | Full Time 10 - 12 months Part Time 20 - 24 months

Approximate Cost

\$3,861

Location

Online

Schedule

- Online
- The first five weeks consist of Business Core.
 It includes: Basic Computers, Windows,
 Microsoft Word, Microsoft Excel, Powerpoint,
 Time Management, Blackboard Collaberation,
 D2L, Atomic Learning IT Assistance.

Description of Program

The Legal Administrative Specialist program is designed to prepare students for employment as a general office clerk, clerical support staff, administrative support staff, and legal secretary. The content focuses on broad, transferrable skills in the area of legal administrative specialist including: communications; critical thinking and decision making; legal terminology; office procedures and practices specific to the legal environment; transcription of legal documents; utilization of advanced software applications; career research; the legal aspects of business and papers; and the development of high quality employment portfolios and job seeking documents. The Legal Administrative Specialist program utilizes Microsoft Office 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 2013 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.

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 www.broward.edu/careerpath.















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

ORIENTATION SCHEDULE

Orientation & TABE Testing - Main Campus

Monday through Thursday — 9:00 am - 12:00 pm (Please arrive to Building #11 by 8:30 am)

ADMISSION AND REGISTRATION PROCEDURES

To be admitted into a program of study offered by Sheridan Technical College, an individual

must satisfy all of the admission requirements applicable to that program of study. General

admissions and registration procedures for Sheridan Technical College are as follows:

1. Attend Orientation

Applicants for technical programs must attend an on campus or online orientation.

- On-campus Orientation: It is strongly recommended and provides an in depth overview of our programs and resources. Please report to Building #11 by 8:30 am.
- Online Orientation: At the end of the online orientation you must complete
 the Online Orientation Survey. To access the orientation visit:
 http://www.sheridantechnical.com/HowtoApply/OnlineOrientation

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

- TABE is administered Monday through Thursday for all programs directly after orientation.
- Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- Prospective students showing evidence pursuant to State Board Rule
 6A-10.040(8) may be eligible to receive an exemption from taking the TABE.
- Programs that do not require TABE testing are as follows: Commercial Class B
 Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair
 Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

3. Schedule and Attend a Counselor Interview

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400.
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures.

Test scores cannot be given over the phone.

Please bring two forms of documented Florida residency to the interview.

4. Register for Class

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

FOR ADDITIONAL INFORMATION

Visit our website at www.SheridanTechnicalCollege.edu or contact the Office of Student Affairs at 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).

Monday

- Health Unit Coordinator/ Monitor Technician
- Medical Assisting
- · Medical Coder/Biller
- Medical Record Transcribing/ Healthcare Documentation
- · Patient Care Assistant
- · Patient Care Technician
- Phlebotomy
- · Practical Nursing
- · Surgical Technology

Tuesday

- Barbering
- · Child Care Center Operations
- Cosmetology
- Commercial Foods & Culinary Arts
- Early Childhood Education
- Facials
- Massage Therapy
- Teacher Assisting/Principles of Teaching

Wednesday

- Business Technology
- Court Reporting
- Graphic Arts & Information Technology
- Marketing, Management & Entrepreneurial Principles

Thursday

- Air Conditioning/Heating Refrigeration 1 & 2
- · Automotive Technology
- Electricity
- Gaming Machine Repair Technician
- Plumbing Technology

TABE TEST EXEMPTION

An official copy of the degree, transcript, or test score are required in order to allow any of these exemptions.

- Associate in applied science level degree or higher from an accredited United States college or university;
- 2. Entered 9th grade during the 2003-2004 school year or after and earned a regular high school diploma from a State of Florida public high school;
- 3. Active duty member of US Armed Services;
- 4. Demonstrates readiness for public postsecondary education pursuant to Rule 6A-10.0315 by taking the Accuplacer, ACT, SAT, Pert or Grade 10 FCAT Reading 2.0 and enrolls within 2 years of achieving such scores;
- Passes an approved state, national or industry certification or licensure examination that is identified in the FLDOE Basic Skills and Licensure Examination List;
- 6. Enrolled in an approved apprenticeship program.

STCollege ProgramDescriptions Rev 7.2015



Sheridan Technical College & Technical High School, D. Robert Boegli, Director Mary A. Barba, Assistant Director Barrett Goldman, Assistant Director Annette Johnson, Assistant Director Anna Knaeble, Assistant Director Thomas Moncilovich, Assistant Director



Sheridan Technical College & Technical High School are accredited by the Commission of the Council on Occupation Education. Commission of the Council on Occupational Education (COE) 7840 Rosewell Road, Building 300, Suite 325 Atlanta, GA 30350 Tel 770.396.3898 - 800.917.2081 - Fax 770.396.3790



Sheridan Technical College & Technical High School Practical Nursing Program are accredited through Accreditation Commission for Education in Nursing, Inc. Accreditation Commission for Education in Nursing, Inc. (ACEN

reditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road ME, Sulte 850 Atlanta, Georgia 30326 Phone: (404) 975-5000 - Fax: (404) 975-5020 www.acenursina.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, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and /or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department 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