

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**

- 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 months  
Part Time 20 months

**Approximate Cost**

\$3,703

**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.



**LEGAL ADMINISTRATIVE SPECIALIST**



**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 program content includes: legal office technology and procedures, oral and written communications; critical thinking and decision making; legal terminology; legal office procedures and practices; transcription of legal documents; advanced software applications; career research; legal aspects of business and legal document preparation; and the development of employment portfolios and job seeking documents. The Legal Administrative 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

**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.sheridantechcollege.edu/project/legal-administrative-specialist-gedt/>



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.

## LEGAL ADMINISTRATIVE SPECIALIST (B072000)

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

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

**Books/Supplies** **\$500**

**Term: 1**  
Microsoft Office 2016 Introductory Ebook  
*ISBN: 9781305893610*

Microsoft Word 2016 Ebook  
*ISBN: 9781337015813*

USB Flash Drive

Headphones with Microphone

**Term: 2**  
Legal Office Procedures 7th Ed  
*ISBN: 9780132209564*

**Term: 3**  
MOS Practice (Web Based)

**Term: 4**  
Legal Transcription 3rd Ed  
*ISBN: 9780763842062*

**Industry Credentials** **\$0**

Microsoft Office Specialist (MOS) Bundle  
MOS Master

**Approximate Program Cost** **\$3,703**

*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 Moncilovich, 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](http://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](http://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](http://www.BrowardSchools.com)