

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/ 35 weeks

Approximate Cost

\$3,711

Location

Main Campus

Schedule

- **Thursday**
6:00 pm - 9:00 pm
- **Online: Monday, Tuesday, Wednesday & Friday**

Enrollment of New Students

- August 14, 2019
- October 21, 2019
- January 7, 2020
- March 30, 2020
- June 4, 2020

Orientation

- **Wednesday** - see back page for details

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 content includes but is not limited to the use of technology to develop communications skills, higher level thinking skills, and decision making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents. The curriculum integration of theory and practice prepares students to take the Microsoft Office Specialist (MOS) certification.

Requirements for Admission

- Orientation/Testing/Counselor Interview - see back page for details
- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, Microsoft Office 2016 and Windows 10
- 16GB flash drive or portable hard drive
- 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>

Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

1. Attend Orientation

A one hour program specific orientation is held Monday through Thursday. Please note, children are not permitted in orientation or testing due to the consideration of all participants, sensitive nature of topics discussed, safety concerns, limited seating and test security. Please refer to the front page for the scheduled orientation day. To register for orientation bring a **valid photo ID** and report to:

- **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 computer-based test assesses students in the areas of reading, math and language and takes approximately 4.5 to 6 hours. Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing via the Exceptional Education Specialist. A \$15.00 test fee and valid state or government issued picture ID is required. Please contact the Office of Student Affairs (Main Campus: 754.321.5400 or West Campus: 754.321.3900) for test registration procedures and test schedule.

4. Counselor Interview

An interview with the program counselor/advisor is required to finalize the admissions process. Test scores cannot be provided over the phone. No appointment is necessary; however, please call to confirm the counselor's availability prior to arrival.

5. Register for Class

Registration is on a first come, first served basis and is complete once payment is processed. Prospective students can register upon receiving an acceptance letter. Registration is ongoing, 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. The Registration Office schedule is as follows:

- **Main (Hollywood) Campus:** Report to Building 12, M-TH 7:30 a.m. - 8:00 p.m. & F 7:30 a.m. - 4:30 p.m.
- **West (Pembroke Pines) Campus:** Report to the registration window, M-F 7:30 a.m. - 3:00 p.m.

Basic Skills Exemption/Exit Criteria

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 thereafter, 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®, ACCUPLACER, PERT, ACT, SAT (**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.



Sheridan Technical College
is accredited by
the Commission of the Council on Occupational Education.
7840 Rosewell 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.
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

ADMINISTRATIVE OFFICE SPECIALIST (B070330)

Tuition/Registration **\$3,213**

PAVE	\$2,940
Lab	\$158
Registration Fee	\$80
Student Activity Fee	\$20
Test Fee	\$15

Books/Supplies **\$498**

CORE:
No books required.

Term: 1
Microsoft Office 2016 Textbook
ISBN: 9781591368205

Microsoft Word 2016 Comprehensive Textbook
ISBN: 9781591368342

USB Flash Drive 8 GB

Headphones w/ Microphone

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

Term: 3
MOS Practice (Web Based)

**See the bookstore for the most updated book/supply list.*

Approximate Program Cost **\$3,711**

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 9.2019

Sheridan Technical College & Technical High School – Thomas Moncilovich, Director
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director | Perry M. Egelsky, Assistant Director
Annette Johnson, Assistant Director | Jose Laverde, Jr., Assistant Director



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