



Sheridan Technical College  
& Technical High School  
[www.SheridanTechnicalCollege.edu](http://www.SheridanTechnicalCollege.edu)

*Hello Career!*

21/22

**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

## ADMINISTRATIVE OFFICE SPECIALIST

### Schedule

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

### Enrollment of New Students

- August 18, 2021
- October 21, 2021
- January 12, 2022
- March 29, 2022
- June 13, 2022

### Orientation

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

### Program Content

- Keyboarding skills
- Machine transcription
- Oral and written communication
- Internet and E-mail
- Electronic desktop publishing
- Utilization of advanced computer software applications
- OneNote
- Sway
- Forms
- Word /Excel/PowerPoint
- Outlook/Access

### Program Length

1050 hrs | Full Time 10 months/ 35 weeks

### Approximate Cost

\$3,758

### Location

Main Campus

### Location

**Main** Campus

📍 5400 Sheridan Street  
Hollywood, FL 33021

☎ Tel: 754.321.5400

🌐 [SheridanTechnicalCollege.edu](http://SheridanTechnicalCollege.edu)



### Description of Program

The Administrative Office Specialist (AOS) program is designed to prepare students for employment as an Administrative Assistant Specialist, Front Desk Specialist, General Office Clerk and Secretary. The program content will expose students to proficiently master how to use computer software; develop their communication skills to think critically and decisively; learn the office methods and procedures and tasks in the "New Normal" office setting. Students will learn how to produce professional documents in simulations activities. At the same time, students will be developing their skill sets to seek employment, apply, interview (in-person or virtually) to obtain a position in the Administrative Office Specialist field. Upon completion, students of the AOS program will obtain their Microsoft Office Specialist Certifications, their Certificate in Administrative Office Specialist, and credits to articulation to Broward College to seek their Associate degree.

### 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 2019 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>



Stay Connected



# Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

## Our Admissions and Financial Aid Process is now online!

The first step is to register for a program orientation. Please visit [www.sheridantechnicalcollege.com/getting-started](http://www.sheridantechnicalcollege.com/getting-started) for the complete admissions process.

## Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, legal guardian, or spouse has established and maintained legal residence in Florida for at least twelve months prior to the first day of the term. Those considered non-Florida residents pay tuition at a higher rate. Applicants must complete the Florida Residency Affidavit for Tuition Purposes form and submit two required supporting documents.

Florida Statute 1009.26(12)(a) affords students who attended a Florida secondary school for three consecutive years before graduation—regardless of immigration status (undocumented students)—the opportunity to pursue higher education at in-state tuition rates, should they apply for admission within 24 months after graduation. An official Florida high school transcript is required as evidence of attendance and graduation.

## Basic Skills

Programs 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. If the program is less than 450 hours, not basic skills test is required.

### You may be exempt from testing if you:

1. 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**);
2. 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**);
3. Demonstrate readiness on the 2014 GED® (**official transcript required**);
4. Demonstrate readiness on the ACCUPLACER, PERT, ACT or SAT (**official test results required. Valid up to 2 years prior to the start of program**);
5. Active duty member of any branch of the United States Armed Services (**paper order or ID card required**);
6. 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
7. Enrolled in an apprenticeship program that is registered with FLDOE.

## 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 \$545

#### Course A

No books required.

#### Course B

Microsoft Word 2019 & 365 Comprehensive Textbook + eBook  
ISBN: 9781640610637

Your Digital Foundation 2nd Edition Textbook + eBook  
ISBN: 9781640612563

#### Course: C

B Microsoft Office 2019 & 365 Foundation Textbook + eBook  
ISBN: 9781640610408

B Microsoft Outlook 2019 & 365 Textbook  
ISBN: 9781640611870

B Microsoft Access 2019 & 365 Level 2 Textbook  
ISBN: 9781640611856

#### Course: D

MindTap for the Administrative Professional 6 Months Access Code  
ISBN: 9781305581197

Machine Transcription & Dictation eBook  
ISBN: 9781133683940

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

### Approximate Program Cost \$3,758

*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 92021



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)  
3390 Peachtree Road, NE Suite 1400  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)



Sheridan Technical College & Technical High School — Thomas Monclovich, Director  
Mary A. Barba, Assistant Director | Barrett Goldman, Assistant Director  
Fareed Khan, Assistant Director | Jose Laverde, Jr., Assistant Director

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)

SCAN for more info on  
Sheridan Technical College

