



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

*Hello Career!*

23/24

**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 21, 2023
- October 25, 2023
- January 23, 2024
- April 1, 2024
- June 12, 2024

### Orientation

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

### Program Content

- Keyboarding Skills
- Administrative Terminology
- Transcription/Web-based Meeting Software
- Office Practices and Procedures
- Communication Skills
- Certifications

### Program Length

1050 hrs | Full Time 10 months/ 35 weeks

### Approximate Cost

\$3,808

### 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 program is designed to prepare students for employment as an Administrative Assistant, Front Desk Specialist or Secretary. The program content will prepare students to proficiently use Microsoft Office 365/2019 and develop skills necessary to be successful in an office setting. Upon program completion, students will be prepared to take the Microsoft Office Specialist (MOS) certificate in addition to earning the Administrative Office Specialist Certificate.

### Requirements for Admission

- Orientation/Testing/Counselor Interview - see back page for details

### Additional Considerations

Must have:

- Computer with internet access and 4-8 gigabytes (GB) of RAM, microphone/speakers, camera and Windows 11
- 16GB flash drive or portable hard drive
- Basic computer skills
- 2" Binder with Dividers

### 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



Stay Connected



FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

# 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** **\$595**

Books and supplies are subject to change; therefore, the approximate program cost may fluctuate. For the current book and supply list, visit: [www.sheridantechnicalcollege.edu/textbook-list](http://www.sheridantechnicalcollege.edu/textbook-list).

SCAN for Book List



**Approximate Program Cost** **\$3,808**

*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 8.2023



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.  
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 – Cara A. Daniel, Director**  
Mary A. Barba, Assistant Director | Marisa Dukes, Assistant Director  
Barrett Goldman, Assistant Director | Jose Laverde, Jr., Assistant Director  
Wendolynn M. Sanchez, 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

