



Sheridan Technical College
& Technical High School
www.SheridanTechnicalCollege.edu

Hello Career!

25/26

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

- **Monday & Wednesday**
7:00 am - 1:30 pm
Online: Tuesday, Thursday & Friday

New Term Start Date

- August 11, 2025
- January 6, 2026
- March 23, 2026

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

\$4,231

Location

Main Campus

Location

Main Campus



Description of Program

The Administrative Office Specialist program is designed to prepare students for employment in administrative roles such as Administrative Assistant, Front Desk Specialist, or Secretary. The curriculum emphasizes the development of essential office skills and proficiency in Microsoft Office 365/2019, equipping students to perform a wide range of administrative tasks efficiently and professionally. Through hands-on experience with business software applications, students gain the practical knowledge needed to succeed in today's modern office environments. Upon successful completion of the program, students are prepared to earn the Microsoft Office Specialist (MOS) certification and receive 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

📍 5400 Sheridan Street
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🌐 SheridanTechnicalCollege.edu



Stay Connected



FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

Welcome to Sheridan Technical College!

General admissions and registration procedures are as follows:

Orientation

Prospective students must attend a free 1-hour program orientation before beginning the application process. Orientation provides valuable information about the program and next steps for enrollment.

Orientation registration instructions are as follows:

1. Visit www.sheridantechicalcollege.edu/orientation-schedule or scan QR Code
2. Select "Click Here to View Orientation Schedule"
3. Select the program orientation of interest and complete the registration form



Note: After registering, an email will be sent to the address you provided. This email will contain the link needed to access the orientation on your scheduled date and time.

Admissions & Financial Aid Process

For the complete admissions process, visit www.sheridantechicalcollege.com/getting-started or scan the QR code. Applications are accepted year-round, so don't delay—start the admissions process today and take the first step toward your new career!



Florida Residency for Tuition Purposes

A "Florida resident for tuition purposes" is defined as someone who has, or a dependent person whose parent, legal guardian, or spouse has, established and maintained legal residence in Florida for at least twelve consecutive months prior to the first day of the academic term. Individuals who do not meet this requirement are classified as non-Florida residents and are subject to a higher tuition rate. To be considered for in-state tuition, applicants must complete the **Florida Residency Affidavit for Tuition Purposes** and submit **two supporting documents** that verify Florida residency. For detailed information on acceptable documentation and to access the form, please refer to the admissions process or contact a program counselor or advisor for assistance.

Basic Skills

Students enrolled in programs of 450 hours or more are required to take and pass a basic skills test in order to receive a Career Technical Education certificate upon program completion. However, students enrolled in programs that are less than 450 hours or Applied Technology Diploma (ATD) programs are not required to take the basic skills test. Additionally, some students may qualify for exemptions based on specific criteria. For detailed information about testing requirements, exemptions, and test preparation resources, students should visit www.sheridantechicalcollege.edu/basic-skills-prep-guide, scan the QR code or contact the program counselor/advisor.



ADMINISTRATIVE OFFICE SPECIALIST (B070330)

Tuition/Registration **\$3,265**

PAVE	\$2,940
Lab	\$210
Registration Fee	\$80
Student Activity Fee	\$20
Test Fee	\$15

Books/Supplies **\$550**

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

SCAN for Book List



Industry Credential Cost **\$416**

Approximate Program Cost **\$4,231**

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 8.2025



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



Sheridan Technical College
Practical Nursing Program is accredited by
Accreditation Commission for Education in Nursing, Inc.
ACEN with conditions
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



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SCAN for more info on
Sheridan Technical College

