



Atlantic Technical College

www.atlantictechnicalcollege.edu

2018 - 2019

ADMINISTRATIVE OFFICE SPECIALIST

Program Length/Schedule:

1050 hours/approx. 10 months (full-time)

This program is offered three times a year: August, January & June

Delivery Method: Traditional - 100% classroom-based;
Distance - 50% or more instructional hours via distance education (online).

M - F 7:05 a.m. - 1:50 p.m. (full-time)

M - F 7:05 a.m. - 10:05 a.m. (part-time)

Evening: Classroom - T, Th - 6:30 p.m. - 9:30 p.m.

Online - M, W

Admission Requirements:

- 16 Years of Age or older
- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor

Job Outlook in the Ft. Lauderdale area:

- Demand for Administrative Assistants is expected to grow 3% between 2014 and 2024 (Source: Bureau of Labor Statistics).
- Entry level wages for Administrative Assistants are about \$11/hour (Source: The Florida Department of Economic Opportunity). Actual wages vary according to education, experience and certifications.

Course Content:

Students will be prepared for employment as an administrative assistant, administrative specialist, front desk specialist, and information technology assistant. This program offers a broad foundation of knowledge and skills expanding the traditional role of the administrative assistant. The content includes the use of technology to develop communication skills, higher-level thinking skills, and decision making skills; the performance of office procedures; the production of quality work in an efficient manner using advanced features of business software applications; administrative/financial functions; production of desktop publishing quality documents; exploration of new technologies; research of job opportunities; and the production of high quality employment portfolios and job-seeking documents.

After successfully completing this program, the student will be able to perform office procedures and tasks, computer applications, which include, Word, Excel, Powerpoint and Access, and manual and computerized accounting activities using QuickBooks, Excel and various other software packages.

Additional Skills Covered:

- Accounting Theory
- Adobe Acrobat
- Business Fundamentals
- Communication Skills
- Computer Literacy
- Digital Publishing
- Document Processing
- Employability Skills and Portfolio
- Keyboarding Speed and Accuracy Development
- Microsoft Office 2016
- Supervisory Procedures

**Enroll in This Fast Track Program
for a Career in a Year**



FOR MORE INFORMATION CALL 754-321-5200



www.atlantictechnicalcollege.edu/gainful-employment/AdministrativeOfficeSpecialist

**See Back of Page for Estimated Program Costs
(based on 1 full year of documented Florida residency)**

**Atlantic Technical College
and Technical High School**
4700 Coconut Creek Pkwy
Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



**Atlantic Technical College
Arthur Ashe, Jr. Campus**
1701 NW 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880

ADMINISTRATIVE OFFICE SPECIALIST

B070330/Administrative Office Specialist (1050 hours)

Fees

Tuition (approximate cost based upon program length)		\$2,940
Lab (approximate cost based upon program length)		\$158
Assessment: TABE Initial Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$80
Annual Student Activity Fee	\$20 per academic year	\$20
TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE (approximate costs)		\$3,213

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

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.

College Credit Transfer Opportunity and/or Advanced Standing: Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry credential, students may be awarded credits toward an AS/AAS Degree by Broward College or the Florida College System. Students must enroll in Broward College within 2 years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry credentials.

INDUSTRY CERTIFICATION:

Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor for more information.

BOOKS/SUPPLIES:

For a list of books and prices go to www.atlantictechcollege.edu/bookstore-price-list or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

Your Action Plan Checklist - Get Started Today!

- ☐ **Step 1 | Attend a Program Orientation**
- ☐ **Step 2 | Take the Tests of Adult Basic Education (TABE) or meet exemption criteria**
 - See your counselor/advisor for details on test exemptions/receive test results.
 - Accommodations for testing are available to qualified individuals.
 - Visit the Office of Disability Services for details **before testing**.
- ☐ **Step 3 | Meet with your counselor/advisor**
 - Receive test results.
 - Discuss technical or academic program placement.
 - Discuss special needs (unique situations)
 - Review Financial Aid
- ☐ **Step 4 | Registration and Enrollment**



The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career & technical studies in order to prepare students to enter & remain competitive in a global workforce.

