

2023-2024

BUSINESS & ADMINISTRATION

Atlantic Technical College & Technical High School

ADMINISTRATIVE OFFICE SPECIALIST

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
- Supervisory Procedures

Admission Requirements:

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

Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway
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

For more information call
754-321-5200 or visit
AtlanticTechnicalCollege.edu

Job Outlook  Florida Department of Economic Opportunity
For information regarding
Administrative Office
Specialist salaries/wages,
visit FloridaJobs.org



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

Program Length

1050 Hours (approximately 10 months full-time | 20 months part-time)

Program Offered

August, January & June

Delivery Method

Traditional - 100% classroom based
Distance - 100% of required instructional hours via
distance education

Days & Times

Traditional:

Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time)
Monday - Friday | 7:05 a.m. - 10:05 a.m. (part-time)

Distance - with mandatory virtual weekly labs
Distance: Monday, Tuesday, Wednesday, Friday
Virtual Labs: Thursday | 5:30 p.m. - 8:30 p.m.



Celebrating 50 Years of Excellence!

ADMINISTRATIVE OFFICE SPECIALIST

B070330 (1050 Hours)

Tuition

(approximate cost based upon program length)

Lab

(approximate cost based upon program length)

Basic Skills Test

Registration

(non-refundable fee - \$40/semester or \$20/quarter)

Annual Student Activity Fee

(\$20 per academic year)

In-State Fees

\$2,940

\$158

\$15

\$80

\$20

Out-Of-State Fees

\$11,760

\$158

\$15

\$80

\$20

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

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

\$3,213

\$12,033

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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, including the attainment of an aligned industry certification, students may be awarded credits toward an Associate Degree by the Florida College System. Students must enroll within two (2) years of completing the program at Atlantic Technical College. Additional college credit may be awarded with the attainment of additional industry certifications.

Books / Supplies:

For a list of books and prices go to 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.

GET STARTED TODAY!

YOUR ACTION STEPS:

- Step 1:** Attend an ATC Program Information Session
- Step 2:** Reply to Follow-up E-mail
- Step 3:** Secure Funding Source
- Step 4:** Registration, Payment, and Enrollment

POSSIBLE JOB TITLES:

- Administrative Assistant
- Front Desk Specialist
- Receptionist



GET THERE
with Atlantic Technical College

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

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