

2025-2026 BUSINESS, MANAGEMENT & ADMINISTRATION

ADMINISTRATIVE OFFICE SPECIALIST

COURSE CONTENT

The program prepares the student for employment as an Information Technology Assistant, Front Desk Specialist, Assistant Digital Production Designer, and/or Administrative Assistant. The content provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and understanding of all aspects of the Business, Management, and Administration career cluster.

The content includes, but is not limited to, the use of technology to develop communications skills, higher level thinking skills, and decision-making skills; the performance of office procedures tasks; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities; and the production of high-quality employment portfolios and job-seeking documents.

Upon completing the Administrative Office Specialist program, students are prepared to pass a Bundle of four (4) MS Office Certifications (Word Expert, Excel Expert, PowerPoint, and Outlook or Access).

ADDITIONAL SKILLS COVERED:

- Adobe Acrobat
- Business Fundamentals
- Communication Skills
- Computer Literacy
- Digital Publishing
- Document Processing
- Employability Skills
- Google Suite
- Intuit QuickBooks
- Keyboarding Speed & Accuracy Development
- Microsoft Outlook
- Microsoft Word Expert
- Microsoft Excel Expert
- Microsoft Access
- Microsoft PowerPoint
- Portfolio

ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/Advisor



PROGRAM LENGTH

1050 Hours (approx. 10 months full-time or 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

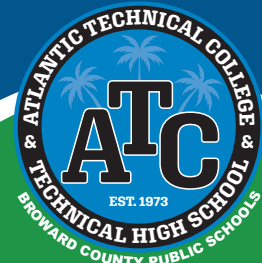
7:05 a.m. - 1:50 p.m. (full-time)

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.



Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway
Coconut Creek, FL 33063
754.321.5100 | Fax: 754.321.5380

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



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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



GET STARTED TODAY

YOUR ACTION STEPS

- STEP 1** | Attend an ATC Program Information Session
- STEP 2** | Reply to Follow-up Email
- STEP 3** | Secure Funding Source
- STEP 4** | Registration, Payment, and Enrollment

POSSIBLE JOB TITLES

- Administrative Assistant
- Front Desk Specialist
- Receptionist

Job Outlook

For information regarding *Administrative Office Specialist* salaries/wages, visit FloridaJobs.org



GET THERE
with Atlantic Technical College

THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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.

2025-2026 BUSINESS, MANAGEMENT & ADMINISTRATION

ADMINISTRATIVE OFFICE SPECIALIST

B070330 (1050 HOURS)

TUITION

(approx. cost based upon program length)

LAB FEE

(approx. cost based upon program length)

BASIC SKILLS TEST

REGISTRATION FEE

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

ANNUAL STUDENT ACTIVITY FEE

(\$20 per academic year)

IN-STATE FEE

OUT-OF-STATE-FEE

\$2,940

\$11,760

\$210

\$210

\$15

\$15

\$80

\$80

\$20

\$20

\$3,265

\$12,085

TUITION & FEES

are subject to change based on enrollment. 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. 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 CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college. To learn more and determine eligibility, visit browardtechnicalcolleges.com/articulation-agreement/, scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

BOOKS/SUPPLIES:

For a list of books and prices go to atlanticttechnicalcollege.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.



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