2026-2027
BUSINESS, MANAGEMENT & ADMINISTRATION
ADMINISTRATIVE OFFICE SPECIALIST





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

COURSE CONTENT

The program prepares the student for employment as an Information Technology Assistant, Front Desk Specialist, Assistant Project Manager, 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), QuickBooks Certified User and/or PMI-Project Management Ready certification.

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 | Word Expert | Excel Expert | Access | 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

CAREER IN A YEAR
FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

ENROLL in this **FAST TRACK** Program for a **CAREER** in a **YEAR**

For more **INFORMATION** call **754.321.5200** or visit **AtlanticTechnicalCollege.edu**

Atlantic Technical College & Technical High School | 754.321.5100
4700 Coconut Creek Parkway, Coconut Creek, FL 33063
Arthur Ashe, Jr. Campus | 754.322.2800
1701 NW 23rd Avenue, Fort Lauderdale, FL 33311

ADMINISTRATIVE OFFICE SPECIALIST

B600200 (1050 HOURS)	IN-STATE FEES	OUT-OF-STATE FEES
TUITION	$2,940	$11,760
LAB FEE	$210	$210
BASIC SKILLS TEST	$15	$15
REGISTRATION FEE (non–refundable fee)	$100	$100
ANNUAL STUDENT ACTIVITY FEE	$20	$20
*TUITION & FEES	$3,285	$12,105

*Tuition and fees are subject to change based on program length.
There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.

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
STEP 5 | Purchase Books & Supplies

POSSIBLE JOB TITLES

- Administrative Assistant
- Front Desk Specialist
- Receptionist

Job Outlook

FLORIDA COMMERCE

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

GET STARTED TODAY





ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
ATC
EST. 1973
BROWARD COUNTY PUBLIC SCHOOLS

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.

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 atlantictechnicalcollege.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.

ATC Social Media

Follow us on:

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