



2024-2025 | ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
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 4 MS Office Certifications (Word Expert, Excel Expert, PowerPoint, and Outlook or Access).

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.

Job Outlook



For information regarding Accounting Operations salaries/wages, visit FloridaJobs.org



Additional Skills Covered:

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

Admission Requirements:

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



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

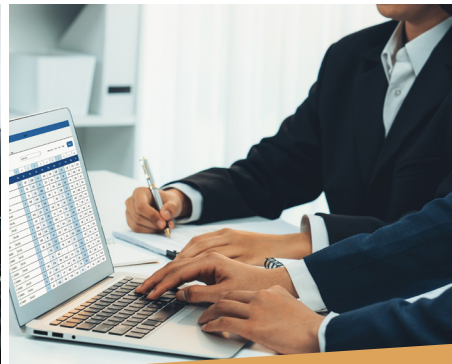
Atlantic Technical College & Technical High School

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



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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



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.

ADMINISTRATIVE OFFICE SPECIALIST

8070330 (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)

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

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

In-State Fees

\$2,940

\$158

\$15

\$80

\$20

\$3,213

Out-Of-State Fees

\$11,760

\$158

\$15

\$80

\$20

\$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.

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