

PREREQUISITES

Applicants who meet the state-mandated minimum basic skills requirements of the Test of Adult Basic Education (TABE) and interview with the program counselor may enter the program during the next enrollment period.

PROGRAM CONTENT

- Computer Literacy
- Business Fundamentals
- Microsoft Office
- Communication Skills
- Document Processing
- Digital Publishing
- Keyboarding Speed Development
- Employability Skills

The School Board of Broward County, Florida

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McFATTER TECHNICAL COLLEGE McFATTER TECHNICAL HIGH SCHOOL 6500 Nova Drive | Davie, FL 33317 | 754.321.5700

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.



**McFatter Technical College is Accredited
by the Commission of the Council on
Occupational Education (COE)**

7840 Roswell Road,
Building 300, Suite 325
Atlanta, GA 30350
770.396.3898 • www.council.org



Administrative Office Specialist

Distant/Hybrid Courses:

Students enrolled in distant and/or hybrid courses should have daily access to a computer with internet and must have a valid email address that they check daily. Additionally, students should have all necessary hardware and software components required by their technology program or adult education course.

This is a great time to begin preparing for a new, challenging career in the business field where you can learn and apply your classroom instruction to real-life business situations learned from a well-rounded curriculum. This program will be delivered by an instructor with classroom and real world experience, and is a hybrid program that includes in-class and on-line learning activities.

Administrative Office Specialists perform a number of tasks that help an executive or other professional. The U.S. Bureau of Labor Statistics predicts that the demand for Administrative Office Specialists will increase by 15 percent through 2016, resulting in the creation of 239,000 new jobs. This is an excellent time pursue a career in this area.

PROGRAM DESCRIPTION

Full-Time: 900 Hours | Approximately 12 Months

Blended Instruction/in-person and on-line classes

Program Schedule:

Monday - Thursday 5:00pm - 9:00pm

Online (approximately 14 hours per week)

COURSES

■ Information Technology Assistant	150 Hours
■ Front Desk Specialist	300 Hours
■ Assistant Digital Production Designer	150 Hours
■ Administrative Assistant	450 Hours

EMPLOYMENT OPPORTUNITIES

- Office Clerk
- Administrative Assistant
- Office Manager
- Technology Assistant
- Front Desk Specialist
- Assistant Digital Production Designer

ARTICULATION

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate Degree at selected Florida state colleges.

CERTIFICATION

Students will be prepared to take approved state and/or nationally recognized industry certification or licensure exams in their field of study.

For additional program information, please contact the Office of Admissions at 754.321.5700.

