

Program Costs

Florida Residents Tuition/ Registration Fees.....	3,203.00
Out of State Tuition/ Registration Fees.....	12,023.00
Books/Supplies.....	118.29
Industry Certification & State Credential Exam Costs.....	145.00
Approximate Program Cost.....	3,466.29
Out of State Approximate Program Cost.....	12,286.29

Fees listed are based on the number of class days according to the Broward County Public Schools' calendar.

Prices are subject to change without notice.

Accreditation

For information about national and program accreditation, contact the institution.

Campus Information

Obtain information regarding faculty, code of conduct, campus map, school calendar and grievance information, by scanning the QR code below or in the McFatter Technical College and High School catalog available upon request.



McFatter Technical College and Technical High School

Main Campus

6500 Nova Drive | Davie, FL 33317 | 754.321.5700

Broward Fire Academy Campus

2600 S.W. 71 Terrace | Davie, FL 33314 | 754.321.1300

Jeanette L. Johnson, Director
Ellen J. Albano, Assistant Director
Cara A. Daniel, Assistant Director
Larry Rothman, Assistant Director

www.mcfattertechnicalcollege.edu

The William T. McFatter Technical College and Technical High School has a vision to change the lives of people from all backgrounds through innovative education.

In working to achieve this vision, it is our mission to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

The School Board of Broward County, Florida

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The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/ Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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.



Administrative Office Specialist



Where Your Next Chapter Begins...

Program Description

The Administrative Office Specialist program expands beyond the traditional role of an Administrative Assistant. This program will provide you with the skills and training necessary to launch into a career in the business world.

Through state-approved coursework, you will develop communication skills, higher-level thinking and decision making skills as well as learn office procedures, advanced features of business software applications, administrative and financial functions, document production, and new technologies. Students will produce high quality portfolios as they progress through this program.

Classes are held in the Industrial Building and consist of classroom instruction and hands-on training. The classroom is equipped with the latest technology to deliver the program curriculum.

Admission Requirements

Schedule the Tests of Adult Basic Education (TABE) (\$15) or provide official documentation for a TABE exemption to your program counselor.

Schedule an appointment with your program counselor for TABE results and/or a program specific orientation.

Register for classes during open enrollment. Please be advised that registration runs on a first come, first served basis.

For additional information, please contact the Office of Admissions at (754) 321-5700.

Program Hours and Schedule

1050 Hours | 10 Months | Hybrid

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

Online, 14 hours per week

This program is offered 3 times per year in August, January and June.

Courses

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

Distance Education/Hybrid Courses:

Students enrolled in distance education 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.

Industry Certification and Licensure

- QuickBooks Certified User
- Microsoft Office Specialist (MOS) Bundle Certification

Employment Opportunities

- Office Administrator
- Office Support Specialist
- Program Specialist
- Administrative Service Specialist

Articulation

Upon completion of the program and meeting eligibility requirements, students may be awarded credits toward an Associate of Science (A.S.) Degree or Associate of Applied Science (A.A.S.) Degree at selected Florida state colleges.

Transfer Policy

Students with prior training or experience may be eligible for advanced placement upon approval of the institution.

Financial Services

Financial Aid - Financial assistance is available to those who qualify. Visit fafsa.ed.gov to apply.

Refunds - Refunds are available within 5 days of the start of a term. After 5 days, requests must be made in writing. A student is entitled to a full refund of fees if a course is cancelled by the college. For complete information, please see School Board Policy 6607.

Grading System

The district prescribed guidelines are used to evaluate student performance as follows:

A 90-100%	D 60-69%
B 80-89%	F 0-59%
C 70-79%	I Incomplete