

**OFFICE ADMINISTRATION  
TECHNICAL CERTIFICATES**

**Medical Office Management Technical Certificate 6281  
Office Management Technical Certificate Major Code 6237  
Office Specialist Technical Certificate Major Code 6280 (6280E)  
Office Support Technical Certificate Major Code 6279**

**Program Description**

The technical certificates that articulate to the Office Administration Associate in Applied Science degree (A021) are designed to provide the necessary entry-level skills for students who plan to seek employment in office positions such as, file clerk, typist, data entry, receptionist, general office assistant, clerical service specialist, records management specialist, medical posting clerk, medical receptionist, medical secretary, medical records, or to provide supplemental training for persons previously or currently employed in these occupations.

**Entrance Requirements**

HS Diploma or GED

**Related Programs**

Office Administration Associate In Science Specializations  
Legal Office (22111 and 2211E) §  
Medical Office (22112 and 2212E) §  
Office Management (22113 and 2213E) §  
Office Software Specialization (22114 and 2214E) §

§ *Students can earn a degree from 22111(E), 22112(E), 22113(E) or 22114(E), but not from two or more of these programs.*

**Office Specialist Technical Certificate (6280 & 6280E)**

ACG1003	Accounting Survey	3
OST1100C	Keyboarding and Document Processing I*	3
OST2501	Office Management	3
OST1330	Business English	1
OST2053	Successful Job Search	1
GEB2430	Business Ethics	1
OST2335	Communications in the Workforce	3
OST1355	Records Management	3
<b>Total Program Credits</b>		<b>18</b>

**Office Management TC (6237 & 6237E)**

CGS1060C	Computer and Internet Literacy	3
MTB1103	Business Math	3
OST1100C	Keyboarding and Document Processing I*	3
OST1330	Business English	1
OST2053	Successful Job Search	1
GEB2430	Business Ethics	1
OST2335	Communications in the Workforce	3
OST2764C	Information Word Processing	3
OST1355	Records Management	3
OST2501	Office Management	3
ACG1003	Accounting Survey	3
<b>Total Program Credits</b>		<b>27</b>

**Office Support TC (6279 & 6279E)**

CGS1060C	Computer and Internet Literacy	3
OST1100C	Keyboarding and Document Processing I*	3
OST2335	Communications in the Workforce	3
OST1330	Business English	1
OST2053	Successful Job Search	1
GEB2430	Business Ethics	1
<b>Total Program Credits</b>		<b>12</b>

**Medical Office Management TC (6281 & 6281E)**

MTB1103	Business Math	3
OST1100C	Keyboarding and Document Processing I*	3
OST1257C	Medical Terminology for the Administrative Assistant	3
OST2053	Successful Job Search	1
OST2335	Communications in the Workforce	3
OST2764C	Information Word Processing	3
OST1355	Records Management	3
OST2501	Office Management	3
ACG1003	Accounting Survey	3
OST2455	Billing and Coding I	3
OST2456	Billing and Coding II	3
OST2464C	Medical Computer Apps	3
<b>Total Program Credits</b>		<b>34</b>

\*Requires a pre- or co-requisite or proper score on placement test. See course descriptions in this catalog or online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).

**It is strongly recommended that students see an advisor every term.**