

## Office Specialist Technical Certificate Program Code 6280

**Program Description:** This technical certificate is 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.

**Career Pathway:** Business

**Program Entrance Requirements:** HS Diploma or GED

**Additional Program Information:** N/A

**Related Industry Certifications:** Upon completing this program, graduates will be eligible to sit for the Microsoft Office Specialist certification in Word.

**Location(s):** The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online. Please consult the course schedule for specific semester locations.

**Contact information:** Program contact information can be found at <http://www.broward.edu/academics/programs/office/Pages/default.aspx>

### **Related Programs at Broward College:**

Office Administration Associate of Science Medical Office Specialization (22112)

Office Administration Associate of Science Office Management Specialization (22113)

Medical Office Management Technical Certificate (6281)

Office Support Technical Certificate (6279)

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### **Required Courses**

CGS1060C	Computer and Internet Literacy	3
OST1100C	Keyboarding and Document Processing I	3
OST2335	Communications in the Workforce	3
OST2764C	Advanced Word	3
OST1355	Records Management	3
ACG1003	Accounting Survey	3

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**Total Program Credit Hours** **18**

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### **Notes:**

- Many courses have specific pre-requisite and co-requisite requirements that must be followed. Students are encouraged to consult the Course Information Table for a detailed list of all requisite requirements.

**Students are strongly encouraged to meet with an advisor to create an educational plan.**