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**Office Specialist Technical Certificate Major Code 6280**

***Program Description***

This technical certificate, offered at the North and South Campuses, is designed to prepare students for employment in occupations such as: general office assistant, clerical service specialist, file room technician, office clerk, receptionist, records management specialist, or to provide supplemental training for persons previously or currently employed in these occupations.

***Certificate Course requirements***

|            |  |   |   |  |
|------------|--|---|---|--|
| OST 1100L  | Keyboarding and Document Processing I  | 3 |   |  |
| *OST 1110L | Keyboarding and Document Processing II |   | 3 |  |
| OST 1330   | Business English                       | 1 |   |  |
| OST 1831   | Windows/Graphical Environment or       |   |   |  |
| OST 2053   | Successful Job Search                  | 1 |   |  |
| OST 1795   | Telecommunications                     | 1 |   |  |
| CGS 1060C  | Computer and Internet Literacy         | 3 |   |  |
| OST 1355   | Records Management                     | 3 |   |  |
| OST 2335   | Communications in the Workplace        | 3 |   |  |

***Total Program Semester Hours 18***

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

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