

**OFFICE ADMINISTRATION
TECHNICAL CERTIFICATES**

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

Program Description

The technical certificates that articulate to the Office Administration Associate of 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.

Related Programs

ASSOCIATE IN APPLIED SCIENCE
Legal Office Specialization (A021‡)
Medical Office Specialization (A022‡)
Office Management Specialization (A023‡)
Office Software Specialization (A024‡)

‡Students can earn a degree from A021, A022, A023 or A024, but not from two or more of these programs.

Entrance Requirements

- HS Diploma or GED
 - PERT‡
- ‡ The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college coursework. The PERT test may be replaced by other test or coursework: see the College catalog for more details. All preparatory courses must be completed in order to graduate.

Office Specialist Technical Certificate (6280 & 6280E)

ACG 1003	Accounting Survey	3
OST 1100C	Keyboarding and Document Processing I	3
OST 2501	Office Management	3
OST 1330	Business English	1
OST 2053	Successful Job Search	
GEB 2430	Business Ethics	1
OST 2335	Communications in the Workforce	3
OST 1355	Records Management	3
Total Program Credits		18

Office Management TC (6237 (6237E))

CGS 1060C	Computer and Internet Literacy	3
MTB 1103	Business Math	3
*OST 1110C	Keyboarding and Document Processing II	3
OST 1330	Business English	1
OST 2053	Successful Job Search	
GEB 2430	Business Ethics	1
OST 2335	Communications in the Workforce	3
OST 2764C	Information Word Processing	3
OST 1355	Records Management	3
OST 2501	Office Management	3
ACG 1003	Accounting Survey	3
Total Program Credits		27

Office Support TC (6279 (6279E))

CGS 1060C	Computer and Internet Literacy	3
OST 1100C	Keyboarding and Document Processing I	3
OST 2335	Communications in the Workforce	3
OST 1330	Business English	1
OST2053	Successful Job Search	1
GEB 2430	Business Ethics	1
Total Program Credits		12

Medical Office Management TC (6281 (6281E))

MTB 1103	Business Math	3
OST 1100C	Keyboarding and Document Processing I	3
OST 1257C	Medical Terminology for the Administrative Assistant	3
OST 2053	Successful Job Search	1
OST 2335	Communications in the Workforce	3
OST 2764C	Information Word Processing	3
OST 1355	Records Management	3
OST 2501	Office Management	3
ACG 1003	Accounting Survey	3
OST 2455	Billing and Coding I	3
OST 2456	Billing and Coding II	3
OST 2464C	Medical Computer Apps	3
Total Program Credits		34

*Requires a pre- or co-requisite or proper score on placement test. See course descriptions in this catalog or online at www.broward.edu

It is strongly recommended that students see an academic advisor, counselor, or OST faculty member every term.