

OFFICE ADMINISTRATION

Legal Office Specialization Associate in Applied Science Major Code A021

Medical Office Specialization Associate in Applied Science Major Code A022

Medical Office Management Technical Certificate Major Code 6281

Office Management Specialization Associate in Applied Science A023

Office Software Applications Specialization Associate in Applied Science Major Code A024

Office Management Technical Certificate Major Code 6237

Office Specialist Technical Certificate Major Code 6280

Office Support Technical Certificate Major Code 6279

Office Specialist Technical Certificate Major Code 6280E

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.

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