



Technical Certificate in Office Management – 6237

CAREER PATHWAY: BUSINESS

Location(s): [Courses for this program are offered at all BC locations.](#) The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online.

Program Entrance Requirements: HS Diploma or GED

Program Description: The content includes but is not limited to expediting and facilitating the maintenance and production of correspondence and records; to telecommunicate; maintain office budget; planning; preparing correspondence and resolutions; filing and maintaining documents; and assisting in the administration of policy. Visit the program's [website](#) for more information.

BUILD YOUR EDUCATION



RECOMMENDED COURSE SEQUENCE

Course ID	Description	Credits
CGS1060C	Computer & Internet Literacy	3
OST1100C	Keyboarding & Document Processing I	3
OST2335	Communications in the Workforce	3
OST2764C	Advanced Word	3
APA1111C	Introduction to Accounting	3
OST2835C	Database Management for the Office	3
OST2501	Office Management	3
OST1355C	Records Management	3
*Elective		3

Total Program Credit Hours

27

Notes:

This is only a recommended course sequence. Students are strongly encouraged to meet with an [advisor](#) to create a personalized educational plan.

CHOOSE YOUR COURSES

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PROGRAM HIGHLIGHTS



CREDIT FOR PRIOR LEARNING

Accelerate your path to completion with these options:

- Credit by exam
- Earned industry certifications
- Prior Learning Assessment
- And much more...



RELATED INDUSTRY CERTIFICATIONS

Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses: **N/A**



GET AN INTERNSHIP

After completing your first year of coursework make sure to visit the Career Center for internship opportunities that help you take your career to the next level!

[Get an Internship](#) [Virtual Job Shadow Tool](#)



MEDIAN WAGE AND JOB GROWTH OUTLOOK

Broward College has [Career Insight](#) & the [Career Ladders](#). These tools are designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Learn how to climb your career ladder!.



FUND YOUR EDUCATION

This program is [Financial Aid](#) eligible. [Scholarships](#) may be available. This program is part of the [Career Source Broward ITA List](#)

GET STARTED TODAY!

[START APPLICATION](#)



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