Technical Certificate in Office Specialist – 6280

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; telecommunication; maintaining an 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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1060C</td>
<td>Computer &amp; Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>OST1100C</td>
<td>Keyboarding &amp; Document Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST2335</td>
<td>Communications in the Workforce</td>
<td>3</td>
</tr>
<tr>
<td>OST2764C</td>
<td>Advanced Word</td>
<td>3</td>
</tr>
<tr>
<td>APA1111C</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>OST2835C</td>
<td>Database Management for the Office</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Program Credit Hours 18

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
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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COLLEGE CATALOG 2021-2022

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