



# 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

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
<b>Total Program Credit Hours</b>		<b>18</b>

**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

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### **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](#)

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**GET STARTED TODAY!**

[START APPLICATION](#)



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