



Rapid Credential Technical Certificate in Office Specialist Support-6280

Career Pathway: BUSINESS

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. **This Technical Certificate is part of the 22112 Associate of Science in Office Management.**

RECOMMENDED COURSE SEQUENCE

Course ID	Description	Credit
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
Total Program Credit Hours		18

PROGRAM HIGHLIGHTS



RELATED INDUSTRY CERTIFICATIONS

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



MEDIAN WAGE AND JOB GROWTH OUTLOOK

Broward College has [Career Coach!](#) It is 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.



FUND YOUR EDUCATION

This program is eligible for the Rapids grant, send us an email to learn if you qualify Rapids@broward.edu

GET STARTED TODAY!

START APPLICATION



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