



# OFFICE MANAGEMENT, TECHNICAL CERTIFICATE

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**Program Code:** 6237

**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; to telecommunicate; maintain office budget; planning; preparing correspondence and resolutions; filing and maintaining documents; and assisting in the administration of policy.

Course	Title	Credits
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00
OST1100C	KEYBOARDING & DOCUMENT PROCESSING I	3.00
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00
OST2764C	ADVANCED WORD	3.00
APA1111C	INTRODUCTION TO ACCOUNTING	3.00
OST2853C	SPREADSHEET MANAGEMENT	3.00
OST2501	OFFICE MANAGEMENT	3.00
OST1355C	RECORDS MANAGEMENT	3.00
ACG2450C	COMPUTERIZED ACCOUNTING APPLICATIONS	3.00
<b>Total Credits</b>		<b>27</b>

Students are strongly encouraged to meet with an advisor (<https://students.broward.edu/resources/advising/>) to create a personalized educational plan.