



# 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
OST1100C	KEYBOARDING & DOCUMENT PROCESSING I	3
OST2335	COMMUNICATIONS IN THE WORKFORCE	3
OST2764C	ADVANCED WORD	3
APA1111C	INTRODUCTION TO ACCOUNTING	3
OST2853C	SPREADSHEET MANAGEMENT	3
OST2501	OFFICE MANAGEMENT	3
OST1355C	RECORDS MANAGEMENT	3
ACG2450C	COMPUTERIZED ACCOUNTING APPLICATIONS	3
<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.