



OFFICE SUPPORT, TECHNICAL CERTIFICATE

Program Code: 6279

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.

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
Total Credits		12

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