



Possible Employment Opportunities*

- Office Clerks, General ◀
- Executive Assistant ◀
- Data Entry Clerk ◀
- Administrative/Office Assistant ◀

BUSINESS OFFICE SPECIALIST

DIPLOMA

The Business Office Specialist diploma program prepares students with the knowledge and necessary skills to perform various business operational functions using computer equipment and software to manage technical administrative tasks in multiple office environments. Students will develop customer service, problem solving, and communication skills to function appropriately in an office environment.

Certifications

Student are eligible for certification in:
Microsoft Office Specialist (MOS) certifications

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

(855) 469.6046 - ftccollege.edu

NUC
UNIVERSITY



FLORIDA TECHNICAL COLLEGE



FTC is approved by State Approving Agency for Veterans' Affairs

*These examples are intended to serve only as a general guide of possible employment opportunities. There are many factors that determine the job an individual may obtain, and Florida Technical College cannot guarantee its graduates any particular job. Some positions may require a license or other certifications. We encourage you to research the requirements for the particular position you desire. Program availability varies by campus



7 Florida campuses*

*Program availability varies by location.

BUSINESS OFFICE SPECIALIST

DIPLOMA

Admission Requirements

- High School Diploma or a recognized equivalent.

Duration Of Program

- **9 month**
- **40.5 quarter** credits

Distribution

- 288 lecture hours
- 288 lab hours
- 576 total contact hours

Courses

- Introduction to Computer Operations
- Introduction to Business
- Business Communications & Word Processing
- Office Operations & Spreadsheets
- Business Communications & Presentations
- Accounting Basics
- Introduction to Marketing
- Information Management
- Human Resources Management



FLORIDA TECHNICAL COLLEGE

FOLLOW US

