

NAME _____

Office Technologies General Certificate - OTGC

B00 _____

Matriculation Fall 2022 to Present
30 Credits Needed for Certificate

IP	C	T	Recommended 1 st Semester		3
			BIT 184	Intro to MS Office (1 st 7 Weeks)	3
			BIT 142	Social Media for Professional Use (1 st 7 Weeks)	3
			BIT 143	Social Media Campaigns (2 nd 7 Weeks)	3
			BIT 260	Introduction to Database Management (2 nd 7 Weeks)	3
			BIT 270	Personal & Professional Development	3
IP	C	T	Spring Semester		3
			BIT 100	Keyboarding I (1 st 7 Weeks)	3
			BIT 200	Spreadsheets with Business Applications (1 st 7 Weeks)	3
			BIT 130	Keyboarding II (2 nd 7 Weeks)	3
			BIT 265	Project Management (2 nd 7 Weeks)	3
			BIT 140	Business Communication	3

IP = In Progress
C = Complete
T = Transfer Credit

Advising Notes

Use this advisement plan as a guide only. All students are responsible for reviewing their personal Degree Evaluation in MyCollege (under Student Records) to verify graduation requirements. Run and review your Degree Evaluation before and after course registration every semester. If you have questions about your Degree Evaluation, please contact your advisor.