

NAME \_\_\_\_\_

BCC Student ID# B00 \_\_\_\_\_

Office Technologies General Certificate  
OTGCMatriculation Fall 2021 to Present  
30 Credits Needed for Certificate

English/Literacy courses required as a result of placement test:	LTR092 Academic Literacy
	ENG110S College Writing I Enhanced
Math courses needed for certificate. Based on placement assessment/high school transcript:	

IP	C	T	Recommended 1 <sup>st</sup> Semester:		Cr.
			BIT 184	Introduction to Microsoft Office	3
			BIT 140	Business Communication	3
				BIT Elective	3
				Advisor Approved Elective	3
				Advisor Approved Elective	3
IP	C	T	Recommended 2 <sup>nd</sup> Semester:		Cr.
			BIT 200	Spreadsheets with Business Applications	3
				BIT Elective	3
				Advisor Approved Elective	3
				Advisor Approved Elective	3
				Advisor Approved Elective	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 on your Degree Evaluation, please see your advisor.

BIT Electives – Any BIT courses  
Recommended: BIT 265, BIT 270

Advisor Approved Elective – Choose from BIT, BUS, ART, COM, CST or HIT courses.

Example Career Specializations:

Advisor Approved Electives for Administrative Assistant Specialization: BIT 100, BIT 130, BIT 142, BIT 143, BIT 260.

Advisor Approved Electives for Business Applications Specialization: BIT 185, BIT 180, BIT 142, BIT 173, BIT 260.