

**CERTIFICATE
OFFICE TECHNOLOGY**

GENERAL EDUCATION REQUIREMENTS

ENGL 100	Applied English or	
OT 220	Business Communications or higher	3 cr.
MATH 101	Pre-Algebra or	
OT 141	Business Math or higher	3 cr.
PSYC 100	Psychology of Student Success.....	3 cr.
SOC 100	Job Seeking Skills.....	2 cr.
Total General Education		11 credits

CORE REQUIREMENTS

BAD 201	Accounting I	3 cr.
OT 102	Word Processing I	3 cr.
OT 152	Administrative Support Procedures	3 cr.
OT 262	Word Processing II	3 cr.
OT 270	Spreadsheets.....	3 cr.
OT 271	Database Management.....	3 cr.
OT 274	Telecommunications	3 cr.
Total Core Requirements		21 credits

TOTAL DEGREE REQUIREMENTS32 CREDITS

A student must follow SBC's admissions requirements and may be required to complete a Foundations of English and Foundations Math course(s) before enrolling in certificate courses.