

The One Year Certificate is awarded to students who satisfy the following requirements:

Courses	Cr.	Qtr.	Gr.
<b>Communication Skills</b>			
WR121 English Composition			
<b>Computation Skills</b>			
BA 104 Business Math			
<b>Human Relations Skills</b>			
BA 204 Teamwork Dynamics			
<b>Year 1</b>			
<b>Fall:</b>			
BA 131 Intro to Bus. Computing	4		
BT 242 Database Applications	4		
OA 116 Office Procedures	3		
OA 120 Business Editing	3		
<b>Winter:</b>			
BT 105 Presentation Applications	1		
BT 210 Email & Productivity App	2		
BT 221 Word Processing I	3		
WR 121 English Composition	4		
BA 204 Teamwork Dynamics	3		
<b>Spring:</b>			
BA 104 Business Math	4		
BT 232 Spreadsheet Applications	4		
OA 240 Records Management	3		
BT 222 Word Processing Procedures II	3		
OA 280 Coop Work Exp	2		
Elective	3		
<b>Total Credits:</b>	<b>46</b>		

- Students must complete a minimum of 46 quarter credits with a grade point average of at least 2.0 in order to graduate with a One Year Certificate
- BA 131/CS 101 is highly recommended to be taken during the first term for this degree