

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

| Courses | Cr. | Qtr. | Gr. |
|--------------------------------------|-----------|------|-----|
| Communication Skills | | | |
| WR121 English Composition | | | |
| Computation Skills | | | |
| BA 104 Business Math | | | |
| Human Relations Skills | | | |
| BA 204 Teamwork Dynamics | | | |
| Year 1 | | | |
| Fall: | | | |
| BA 131 Intro to Bus. Computing | 4 | | |
| BT 242 Database Applications | 4 | | |
| OA 116 Office Procedures | 3 | | |
| OA 120 Business Editing | 3 | | |
| Winter: | | | |
| 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 | | |
| Spring: | | | |
| 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 | | |
| Total Credits: | 46 | | |
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- 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