

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

Courses	Cr.	Qtr.	Gr.
Communication Skills			
WR 121Z English Composition			
Computation Skills			
BA 104 Business Math (or higher)			
Human Relations Skills			
BA 204 Teamwork Dynamics			
Year 1			
Fall:			
BA 131 Intro to Bus. Computing	4		
WR 121Z English Composition	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		
BA 104 Business Math	4		
BA 204 Teamwork Dynamics	3		
Spring:			
BT 242 Database Applications	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		

- 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