

What Degree Can I Get?

A certificate of proficiency may be completed by any Snow College student. A student may complete any or all of the proficiencies in addition to any other Business Technology certificate or degree or any other Snow College degree. The certificate is awarded to the student by the Business Technology Department. To earn a certificate of proficiency, do the following:

- complete each class listed with a B grade or higher within the desired proficiency
- print a copy of your transcript and mark each class taken toward your certificate
- submit this form and your transcript to a Business Technology faculty member



Business Essentials (For Transfer)

- 1010 Introduction to Computers and Business Applications (3)
- 2010 Business Computer Proficiency (3)
- *2450 Presentations for Business (3)
- 2200 Business Communication (3)

Desktop Publishing

- BT 1500 Computer Illustration for Business (3)
- BT 1510 Computer Image Editing (3)
- BT 2420 Desktop Publishing (3)
- BT 2430 Advanced Desktop Publishing (3)
- **12 TOTAL CREDITS**

Digital Tools

- 1510 Computer Image Editing (3)
- 1110 Digital Media Tools (4)
- 1801 Web Page Design (3)
- 2120 Web Development Essentials (3) OR 2440 Designing Print Media for Business (3)
- **13 TOTAL CREDITS**

- **12 TOTAL CREDITS**

Microsoft Office Suite

- BT 1420 Word Processing (3)
- BT 2400 Spreadsheets for Business (3)
- *BT 2450 Presentations for Business (3)
- BT 2500 Database for Business (BT 2010 may be
- **12 TOTAL CREDITS**

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