

Computer Applications Specialist One-Year Certificate

What Degree Can I Get?

The Business and Technology Division may award proficiency certificates to students completing particular courses or sequences of courses. These certificates indicate mastery or competency in useful and marketable skills. Students should contact individual departments for specific requirements.



Required Core Classes

- BMGT 1170 Human Relations – 3
- BMGT 1060 Introduction to QuickBooks – 3 *or*
- BMGT 2060 Business Management Accounting – 3
- BT 1010 Introduction to Computers and Business Applications – 3
- BT 1080 10-Key Data Entry – 1
- BT 1110 Digital Media Tools – 4
- BT 1120 Keyboard Skillbuilding – 1
- BT 1510 Computer Image Editing – 3
- BT 1700 PBL (Professional Business Leaders)
- BT 2010 Business Computer Proficiency – 3
- BT 2200 Business Communication – 3
- BT 2440 Designing print Media for Business – 3
- BT 2450 Presentations for Business – 3

TOTAL CREDITS - 31

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Please go to the departments web site for more information: <http://www.snow.edu/bt/>