

**SOFTWARE APPLICATION SPECIALIST
Certificate**

I. RCTC General Education: Allied Studies Requirements... 5 Credits

Area 12: Computer/Information Literacy

BTEC 1320, Word Processing I, 3 cr

BTEC 1510, Internet Applications, 2 cr

II. Professionally-Related Program Requirements..... 10 Credits

BTEC 2330, Word Processing II, 3 cr

BTEC 2460, Computer Voice Recognition, 1 cr

BTEC 1150, Introduction to Desktop Publishing, 2 cr

Computer Courses – Choose one of the following options:

Option 1:

BTEC 2355, Microcomputer Applications with PowerPoint, 4 cr

Option 2:

BTEC 2350, Microcomputer Business Applications, 3 cr

AND

BTEC 2450, PowerPoint, 1 cr

III. Electives..... 1 Credit

NOTE: KEYBOARDING PREREQUISITE: Students entering this program must be proficient in keyboarding skills at a minimum of 35 net wpm. Students not meeting this requirement should enroll in BTEC 1050 Keyboarding. This class will not count toward the required credits for the program.

TOTAL ... 16 Credits

Revised: 02/28/07