

SOFTWARE APPLICATION SPECIALIST Certificate Program

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

Goal 12: Computer/Information Literacy

BTEC 1320	Word Processing I	3 cr
BTEC 1510	Internet Applications	2 cr

II. Professionally-Related Business Requirements 10 Credits

	BTEC 2330	Word Processing II	3 cr
**	BTEC 2355	Microcomputer Applications with PowerPoint	4 cr
	OR		
**	BTEC 2350	Microcomputer Business Applications	3 cr
**	BTEC 2450	PowerPoint	1 cr
	BTEC 2460	Computer Voice Recognition	1 cr
	BTEC 1150	Introduction to Desktop Publishing	2 cr
**	Option I:		
	BTEC 2350 AND	Microcomputer Business Applications	3 cr
	BTEC 2450	PowerPoint	1 cr
	OR		
	Option II:		
	BTEC 2355	Microcomputer Applications with PowerPoint	4 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

Implemented: Fall 2007
Revised: 02/28/07
Reviewed: 02/2008

For additional information on this program contact:
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