BUSINESS TECHNOLOGY PROGRAM

TECHNICAL CERTIFICATE IN BUSINESS TECHNOLOGY

Curriculum

The matrix below is a sample plan for all coursework required for this program.

1st Semester

Course Number and Name	Credits
Approved Elective Credit	3
BST 1003 Business English or ENGL 1013	3
BST 1073 Accounting	3
BST 1303 Introduction to Computers	3
TMAT 1203 Technical Mathematics	3
Total Hours	**15**

2nd Semester

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1033 Administrative Support Procedures	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3
BST 2133 Multimedia	3
Total Hours	**15**

1st Summer Session (five-week courses)

Course Number and Name	Credits
BST 2113 Advanced Word Processing	3
BST 2123 Computer Applications for Accounting	3
Total Hours	**6**