



Technical Certificate Business Technology (45 ch)

Program Description:

Year 1					
First Semester			Second Semester		
Course No.	Course Name	Hours	Course No.	Course Name	Hours
ENG1203	Workplace Essentials	3	BSYS 2413	Administrative Technology	3
MATH1013	Mathematical Applications	3	BSYS2563	Business Communications	3
MIS1033 MIS1443	Introduction to Computers OR Technical Computer Applications	3	ECON2323	Principles of Microeconomics	3
MKTG1013	Introduction to Business	3	LAW2023	Legal Environment of Business	3
			MGMT2003	Introduction to Management	3
			MIS1503	Microcomputer Applications	3
Total Hours		12	Total Hours		18
Summer Term					
First Summer Term			Second Summer Term		
Course No.	Course Name	Hours	Course No.	Course Name	Hours
ACCT2003	Principles of Accounting I	3	BSYS2533	Internet, Intranet, & Email App for Business	3
ECON2313	Principles of Macroeconomics	3	BSYS2583	Spreadsheet for Managerial Decisions	3
			MIS2403	Introduction to Database Management	3
Total Hours		6	Total Hours		9

ADDITIONAL NOTES: