



## Technical Certificate Business Technology (30 ch)

### Program Description:

| Year 1             |                           |           |                    |                                      |           |
|--------------------|---------------------------|-----------|--------------------|--------------------------------------|-----------|
| First Semester     |                           |           | Second Semester    |                                      |           |
| Course No.         | Course Name               | Hours     | Course No.         | Course Name                          | Hours     |
| ENG1203            | Workplace Essentials      | 3         | MIS1503            | Microcomputer Applications           | 3         |
| MATH1013           | Mathematical Applications | 3         | BSYS2563           | Business Communications              | 3         |
| BSYS2413           | Administrative Technology | 3         | BSYS2583           | Spreadsheet for Managerial Decisions | 3         |
| MIS1033            | Introduction to Computers | 3         | LAW2023            | Legal Environment of Business        | 3         |
| MKTG1013           | Introduction to Business  | 3         | MIS2403            | Introduction to Database Management  | 3         |
| <b>Total Hours</b> |                           | <b>15</b> | <b>Total Hours</b> |                                      | <b>15</b> |

### ADDITIONAL NOTES: