

BUSINESS TECHNOLOGY, TECHNICAL CERTIFICATE

Curriculum

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

Course	Title	Hours
First Semester		
Approved Elective Credit		3
BST 1003	Business English	3
BST 1073	Accounting	3
BST 1303	Introduction to Computers	3
TMAT 1203	Technical Mathematics	3
Hours		15
Second Semester		
BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 2133	Multimedia	3
Hours		15
Third Semester		
1st Summer Session (five-week courses)		
BST 2113	Advanced Word Processing	3
BST 2123	Computer Applications for Accounting	3
Hours		6
Total Hours		36

Approved electives may include: BST 2213 Human Relations Principles and Practices, BST 2223 Introduction to Research, BST 2993 Special Topics for Business Technology, BST 2143 Introduction to Management, BST 2543 Workplace Behavior and Ethics, and any other elective approved by the program chair.