BUSINESS TECHNOLOGY, TECHNICAL CERTIFICATE

Curriculum

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

Course	Title	Hours	Completed
First Semester			
Approved Elective Credit		3	

BST 1003
   or ENGL 1013
	Business English
	   or Composition I
		3	_____

BST 1073	Accounting	3	_____
BST 1303	Introduction to Computers	3	_____

TMAT 1203
   or MATH 1003
   or MATH 1113
	Technical Mathematics
	   or College Mathematics
	   or College Algebra
		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.