

# Basic Technical Certificate: Business Technology

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(1 Semester)

Code	Title	Credits
<b>Required Courses:</b>		
BT 0116	Professional Leadership Development	1
BT 0117	Successful Workplace Communications	3
BT 0170	Computer Literacy and Business Software	3
BT 0171	Computerized Accounting	3
Six (6) credits of BT electives		6
Total Credits		16