

Intermediate Technical Certificate: Accounting Technology

(2 Semesters)

Code	Title	Credits
Required Courses:		
BT 0111	Applied Business Principles	3
BT 0116	Professional Leadership Development	1
BT 0117	Successful Workplace Communications	3
BT 0120	Basic Accounting	3
BT 0123	Financial Business Applications	3
BT 0144	Business Document Processing	3
BT 0147	Accounting Applications	3
BT 0148	Payroll Procedures	3
BT 0170	Computer Literacy and Business Software	3
BT 0171	Computerized Accounting	3
BT 0175	Harnessing Digital Data Using Spreadsheets and Databases	3
TGE 0158 or BT 0135	Employment Strategies Employees and HR Principles	1-3
Total Credits		32-34