

# Intermediate Technical Certificate: Administrative Technology

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(2 Semesters)

Code	Title	Credits
<b>Required Courses:</b>		
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 0170	Computer Literacy and Business Software	3
BT 0171	Computerized Accounting	3
BT 0175	Harnessing Digital Data Using Spreadsheets and Databases	3
BT 0180	Designing Web Communications	3
BT 0181	Maintaining Digital Communications	3
TGE 0158	Employment Strategies	1-3
or BT 0135	Employees and HR Principles	
Total Credits		32-34