# B.T.C. Business Technology

(1 Semester)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 1116</td>
<td>Professional Leadership Development</td>
<td>1</td>
</tr>
<tr>
<td>BT 1117</td>
<td>Successful Workplace Communications</td>
<td>3</td>
</tr>
<tr>
<td>BT 1170</td>
<td>Computer Literacy and Business Software</td>
<td>3</td>
</tr>
<tr>
<td>BT 1171</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Six (6) credits of BT electives from any BT Course not already required</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credits 16