

I.T.C. Administrative Technology

(2 Semesters)

Code	Title	Credits
Required Courses:		
BT 1111	Applied Business Principles	3
BT 1116	Professional Leadership Development	1
BT 1117	Successful Workplace Communications	3
BT 1120	Basic Accounting	3
BT 1123	Financial Business Applications	3
BT 1144	Business Document Processing	3
BT 1170	Computer Literacy and Business Software	3
BT 1171	Computerized Accounting	3
BT 1175	Harnessing Digital Data Using Spreadsheets and Databases	3
BT 1180	Digital Communications: Foundations	3
BT 1181	Digital Communications: Implementation	3
BT 1135	Employees and HR Principles	3
Total Credits		34

Major Academic Plan (MAP)