

BUSINESS TECHNOLOGY CERTIFICATE

The Business Technology Certificate is designed to provide students with the knowledge and the skills necessary for running and operating an office using a variety of technology support..

- Degree Type: Certificate
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): not required

This program leads to the General Business AAS degree.

Course	Title	Hours
Term One		
BCIS-1305	Business Computer Applications	3
BUSG-2309	Small Business Management	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principle	3
ITSW-1304	Introduction to Spreadsheets	3
POFI-2301	Word Processing	3
POFT-2312	Business Correspondence and Communication (Capstone)	3
Hours		18
Total Hours		18