



## Highland Community College - Program Information

---

### Certificate B – 32 Credits

Business Technology (full-time)

Effective Date 08/15/2021

---

*This map provides a guide to completing a certificate program or an associate degree. Completion is subject to pre-requisite requirements and availability of the program/courses by location.*

1 <sup>st</sup> Sem	COURSE	CREDITS	SGE	COMPLETED
ADM116	Office Simulations I	3		<input type="checkbox"/>
ADM115	Administrative Procedures I	3		<input type="checkbox"/>
ADM121	Proofreading and Editing	3		<input type="checkbox"/>
ADM131	Microcomputer Applications I	3		<input type="checkbox"/>
ADM135	Business Finance	3		<input type="checkbox"/>
ADM138	Project Management I	1		<input type="checkbox"/>
<b>Total Credits</b>		<b>16</b>		

2 <sup>nd</sup> Sem	COURSE	CREDITS	SGE	COMPLETED
ADM182	Project Management II	1		<input type="checkbox"/>
ADM141	Applied Media Technology	3		<input type="checkbox"/>
ADM152	Office Simulations II	3		<input type="checkbox"/>
ADM161	Administrative Procedures II	3		<input type="checkbox"/>
ADM171	Microcomputer Applications II	3		<input type="checkbox"/>
ADM180	Accounting I	3		<input type="checkbox"/>
<b>Total Credits</b>		<b>16</b>		