



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 st 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"/>
Total Credits		17		

2 nd 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"/>
Total Credits		17		