



PROGRAM DETAILS

Core Courses

Course Code	Course Title	Credit Hour
CTS2208	Microsoft Technology Applications	4
APA1001	Accounting Fundamentals I	4
APA1801	Accounting Fundamentals II	4
APA1146	Computerized Accounting II-Quickbooks	4
MNA2012	Principles of Management	4
ENC1100	English Composition I	4
TOTAL		24

Total Semester Credit Hours required: 24



CBT College is not affiliated with Microsoft



Acquire the knowledge to enter the Business World

-Diploma in Business Technology at CBT College



PROGRAM SHOWCASE

This program will equip students with the basic knowledge and skills for employment in the business environment.

The Business Technology program provides training in areas such as accounting and management, to equip those working in sales, office administration or any type of small business. It is especially designed for those that want to advance in the marketplace.

**“Get professionally trained to
advance in today’s marketplace.”**

-CBT College

INDUSTRY APPLICATION

Getting a Certificate in Business will help to launch your career as well as to give you new resources to open doors and opportunities for advancing in your professional life. Typical applications for the Certificate in Business Technology are in the areas of management. Also, according to the U.S. Department of Labor Statistics, certified candidates are more likely to be placed in positions than those with only a high school diploma.