

# FLINT HILLS TECHNICAL COLLEGE

## Technical Certificate, Business Technology

Total Credits: 31

### Fall

Course #	Course Title	Credits
BUS 113	Business Accounting	3
BUS 131	Computer Applications*	3
BUS 134	Leadership Development*	3
BUS 135	Introduction to Business*	3
BUS 150	Personal Finance*	3
	<b>Total</b>	<b>15</b>

### Spring

Course #	Course Title	Credits
BUS 133	Office Procedures	3
BUS 136	Outlook	2
BUS 139	Internship I	3
BUS 212	Business Communications*	3
BUS 222	Computerized Accounting	2
SP 100	Public Speaking*	3
	<b>Total</b>	<b>16</b>

\*[Kansas Systemwide General Education](#)