

BUSINESS WRITING - BASIC TECHNICAL CERTIFICATE (BTC)*

Explore More About This Program: <https://cwi.edu/program/administrative-specialist>

Certificate Plan: Spring Start

The course sequence listed below is strongly recommended in order to complete your program requirements. Many Career and Technical Education (CTE) courses have prerequisites and/or corequisites that have been accounted for within this Plan of Study Guide. Please register for each semester as shown using the Student Planning tool in myCWI. Consult your advisor for any questions regarding this course sequence plan.

First Year

Spring		Credit Hours
ADMS 133	Business English	3
ENGL 101	Writing and Rhetoric I	3
Total Semester Credit Hours		6
Fall		
ADMS 230	Business Editing	3
ADMS 231	Business Writing	3
Total Semester Credit Hours		6
Minimum Credit Hours Required		12

NOTE: This certificate is not eligible for federal financial aid due to program length.