

OFFICE MANAGEMENT - 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 112	Office Procedures	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
Total Semester Credit Hours		9
Fall		Credit Hours
BOOK 255	Computerized Accounting	3
FINA 109	Personal Finance and Business Math	3
Total Semester Credit Hours		6
Minimum Credit Hours Required		15

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