OFFICE MANAGEMENT - BASIC TECHNICAL CERTIFICATE (BTC)*

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

Certificate Quick Facts

· Instructional School: Social Sciences and Public Affairs

· Department: Business

• Program Code: ADMS-OM.BTC

• Program Type: Career and Technical Education

· Available Fully Online: Yes

• Eligible for Federal Financial Aid: No

NOTE: Courses required for this program *may* have an additional fee; more information can be found on the <u>Special Course Fees</u> web page.

Certificate Requirements

Course	Course Title	Min Credits
Major Requirements		
ADMS 112	Office Procedures	3
BOOK 151	Fundamental Accounting Concepts	3
BOOK 255	Computerized Accounting	3
BUSA 120	Business Software Applications	3
FINA 109	Personal Finance and Business Math	3
Minimum Credit Hours Required		15

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

^{*}All requirements for this degree or certificate may be completed fully online.