

OFFICE MANAGEMENT - BASIC TECHNICAL CERTIFICATE (BTC)*

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

Certificate Requirements

Course	Course Title	Min Credits
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 not eligible for federal financial aid due to program length.

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