

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 [Special Course Fees](#) 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 not eligible for federal financial aid due to program length.

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