BUSINESS TECHNOLOGY - BASIC TECHNICAL CERTIFICATE (BTC)*

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

Certificate Plan: Fall Or 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 course sequence plan. 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

Fall		Credit Hours
BUSA 120	Business Software Applications	3
	Total Semester Credit Hours	**3**
Spring		
ADMS 145	Advanced Office Information Systems	3
ADMS 245	The Virtual Office	3
	Total Semester Credit Hours	**6**
	Minimum Credit Hours Required	**9**

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