

BUSINESS WRITING - 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-BW.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 133	Business English	3
ADMS 230	Business Editing	3
ADMS 231	Business Writing	3
ENGL 101	Writing and Rhetoric I	3
Minimum Credit Hours Required		12

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.