

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.

Certificate Plan: 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

Spring	Credit Hours
ADMS 112 Office Procedures	3
BOOK 151 Fundamental Accounting Concepts	3

BUSA 120	Business Software Applications	3
Total Semester Credit Hours		9
Fall		
BOOK 255	Computerized Accounting	3
FINA 109	Personal Finance and Business Math	3
Total Semester Credit Hours		6
Minimum Credit Hours Required		15

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

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Exhibit personal attributes such as professionalism, service, and good ethics.
- Demonstrate office procedures related to correspondences, documents, and other records.
- Apply good telephone/receiving customer/office etiquette.
- Communicate accounting information in writing.
- Demonstrate understanding and proper use of accrual accounting.
- Apply the concepts of internal control.
- Demonstrate proficiency using desktop and online accounting software.
- Solve problems related to business such as interest, percentages, and business metrics.