

# OFFICE MANAGEMENT - BASIC TECHNICAL CERTIFICATE (BTC)\*

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

## 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            |
| <b>Total Semester Credit Hours</b>   |                                    | <b>9</b>     |
| Fall                                 |                                    | Credit Hours |
| BOOK 255                             | Computerized Accounting            | 3            |
| FINA 109                             | Personal Finance and Business Math | 3            |
| <b>Total Semester Credit Hours</b>   |                                    | <b>6</b>     |
| <b>Minimum Credit Hours Required</b> |                                    | <b>15</b>    |

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