OFFICE MANAGEMENT **BASIC TECHNICAL IFICATE (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

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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.