ADMINISTRATIVE SPECIALIST - ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)*

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

Degree Quick Facts

- **Instructional School:** Social Sciences and Public Affairs
- **Department:** Business

- **Program Code:** ADMS.AAS
  - **Program Emphasis Option Codes**: ADMSACCT.AAS, ADMSMADM.AAS, ADMSMRKT.AAS
- **Program Type:** Career and Technical Education
- **Available Fully Online:** Yes
- **Eligible for Federal Financial Aid:** Yes

NOTE: Courses required for this program *may* have an additional fee; more information can be found on the Special Course Fees web page.

Degree Requirements

Course	Course Title	Min Credits
General Education Requirements		
GEM 1 - Written Communication course		3
GEM 2 - Oral Communication course		3
FINA 109	Personal Finance and Business Math (GEM 3)	3
GEM 6 - Social & Behavioral Ways of Knowing course		3
GE Elective course		3
Major Requirements		
ADMS 112	Office Procedures	3
ADMS 133	Business English	3
ADMS 145	Advanced Office Information Systems	3
ADMS 230	Business Editing	3
ADMS 231	Business Writing	3
ADMS 245	The Virtual Office	3
ADMS 290	Administrative Specialist Capstone	3
ADMS 293	Administrative Specialist Internship	1-3
BOOK 151	Fundamental Accounting Concepts	3
BOOK 255	Computerized Accounting	3
BUSA 120	Business Software Applications	3
COMM 259	Communicating Through Web Design	3
COMM 275	Digital Design and Publishing	3
Select three Administrative Specialist Business Electives from one (or any) of the emphasis areas listed below [1,2]		9
Minimum Credit Hours Required		**61-63**

[1] To complete an AAS focused on **one** emphasis area, select three courses from your chosen emphasis. In order to graduate with a degree that lists a chosen emphasis area, you must select the applicable major. For example, to graduate with an AAS that includes an emphasis in Bookkeeping and Accounting, students should select "Administrative Specialist - Bookkeeping & Accounting Emphasis - Associate of Applied Science" as a major. *NOTE: The emphasis designation option is only available for an Associate of Applied Science degree in Administrative Specialist.*

[2] To complete a general AAS without a concentration on a particular emphasis, select three courses from any emphasis area listed below.

Administrative Specialist Business Electives

Course	Course Title	Min Credits
Select three courses from any of the following emphases:		**9**
Bookkeeping and Accounting Emphasis		
BOOK 252	Applied Accounting I	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BUSA 265	Business Law	3
Marketing Communications Emphasis		
BUSA 101	Introduction to Business	3

MRKT 125	Introduction to Marketing	3
MRKT 203	Principles of Promotion	3
MRKT 240	Social Media Management	3
MRKT 257	Principles of Management	3
Medical Administrative Support Emphasis		
MADM 113	Medical Front Office Skills	3
MADM 115	Human Relations in Healthcare	3
MADM 223	Integrated Medical Office Software	3

*All requirements for this degree or certificate may be completed fully online.

Degree Plans

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.

Fall Start

First Year

Fall

		Credit Hours
ADMS 112	Office Procedures	3
ADMS 133	Business English	3
BUSA 120	Business Software Applications	3
FINA 109	Personal Finance and Business Math (GEM 3)	3
GEM 1 - Written Communication course		3
	Total Semester Credit Hours	**15**

Spring

ADMS 145	Advanced Office Information Systems	3
ADMS 245	The Virtual Office	3
BOOK 151	Fundamental Accounting Concepts	3
GEM 2 - Oral Communication course		3
Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**15**

Second Year

Fall

ADMS 230	Business Editing	3
BOOK 255	Computerized Accounting	3
COMM 275	Digital Design and Publishing	3
GEM 6 - Social & Behavioral Ways of Knowing course		3
Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**15**

Spring

ADMS 231	Business Writing	3
ADMS 290	Administrative Specialist Capstone	3
ADMS 293	Administrative Specialist Internship	1-3
COMM 259	Communicating Through Web Design	3
GE Elective course		3

Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**16-18**
	Minimum Credit Hours Required	**61-63**

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BOOK 252	Applied Accounting I	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BUSA 265	Business Law	3
Marketing Communications Emphasis		
BUSA 101	Introduction to Business	3
MRKT 125	Introduction to Marketing	3
MRKT 203	Principles of Promotion	3
MRKT 240	Social Media Management	3
MRKT 257	Principles of Management	3
Medical Administrative Support Emphasis		
MADM 113	Medical Front Office Skills	3
MADM 115	Human Relations in Healthcare	3
MADM 223	Integrated Medical Office Software	3

Spring Start

First Year

Spring

		Credit Hours
ADMS 112	Office Procedures	3
ADMS 133	Business English	3
BUSA 120	Business Software Applications	3

FINA 109	Personal Finance and Business Math (GEM 3)	3
GEM 1 - Written Communication course		3
	Total Semester Credit Hours	**15**
Fall		
ADMS 145	Advanced Office Information Systems	3
BOOK 151	Fundamental Accounting Concepts	3
GEM 2 - Oral Communication course		3
GE Elective course		3
Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**15**
Second Year		
Spring		
ADMS 230	Business Editing	3
ADMS 245	The Virtual Office	3
ADMS 290	Administrative Specialist Capstone	3
COMM 259	Communicating Through Web Design	3
Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**15**
Fall		
ADMS 231	Business Writing	3
ADMS 293	Administrative Specialist Internship	1-3
BOOK 255	Computerized Accounting	3
COMM 275	Digital Design and Publishing	3
GEM 6 - Social & Behavioral Ways of Knowing course		3
Business Elective	Select a course from one (or any) emphasis area listed below [1,2]	3
	Total Semester Credit Hours	**16-18**
	Minimum Credit Hours Required	**61-63**

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MADM 115	Human Relations in Healthcare	3
MADM 223	Integrated Medical Office Software	3

Program Learning Outcomes

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

- Demonstrate correct oral and written communication including conciseness, clarity, proper grammar and punctuation, proper formatting and mechanics, and effective logic. In addition to a solid grasp of English rules and technical writing skills, students will demonstrate the use of proper etiquette in messages tailored to a variety of target audiences.
- Use advanced functions of the latest business productivity software to maximize effectiveness in creating business documents and presentations. Proficiency leads to industry certifications.
- Use critical thinking skills to complete mathematical applications and procedures common to business.
- Demonstrate knowledge of accounting processes including the use of computerized accounting software.
- Demonstrate knowledge and skill in the practice of web design.
- Implement design methods and apply software applications to effect visual and written communication across a wide range of digital mediums.
- Utilize organizational, interpersonal, research, and technical skills to demonstrate professionalism, responsibility, dependability, cooperation, presentation skills, and leadership in a complex and dynamic global workplace.