

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

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

- **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 Quick Facts

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

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
<i>Bookkeeping and Accounting Emphasis</i>		
BOOK 252	Applied Accounting I	3
BOOK 258	Payroll and Human Resource Issues	3
BOOK 260	Professional Bookkeeping	3
BUSA 265	Business Law	3
<i>Marketing Communications Emphasis</i>		
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
<i>Medical Administrative Support Emphasis</i>		
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.*