

ADMINISTRATIVE SPECIALIST - INTERMEDIATE TECHNICAL CERTIFICATE (ITC)

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

Certificate Requirements

Course	Course Title	Min Credits
General Education Requirements		
Select one of the following:		3
GEM 1 - Written Communication course		
GEM 2 - Oral Communication course		
<i>Complete the following course to fulfill the GEM 3 requirement:</i>		
FINA 109	Personal Finance and Business Math	3
<i>Complete the following course to fulfill the GEM 6 requirement:</i>		
GEM 6 - Social & Behavioral Ways of Knowing course		3
Major Requirements		
ADMS 112	Office Procedures	3
ADMS 133	Business English	3
ADMS 145	Advanced Office Information Systems	3
ADMS 245	The Virtual Office	3
BOOK 151	Fundamental Accounting Concepts	3
BUSA 120	Business Software Applications	3
COMM 275	Digital Design and Publishing	3
Minimum Credit Hours Required		30

Gainful Employment: For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at cwidaho.cc/ge (<https://cwidaho.cc/ge>).

Plan of Study Guide: Fall or Spring Start

Below is the required sequence of courses that you need to take in order to complete your program requirements. Please register for each semester as shown below using the Student Planning tool in myCWI. Consult your Student Success Advisor for any questions regarding this course sequence plan.

First Year

Fall		Credit Hours
ADMS 112	Office Procedures	3
ADMS 133	Business English	3
BUSA 120	Business Software Applications	3
Select one of the following:		3
GEM 1 - Written Communication course		
GEM 2 - Oral Communication course		
FINA 109	Personal Finance and Business Math (GEM 3)	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
COMM 275	Digital Design and Publishing	3

GEM 6 - Social & Behavioral Ways of Knowing course	3
Total Semester Credit Hours	15
Minimum Credit Hours Required	30

Program Outcomes

The following are student learning outcomes for the Intermediate Technical Certificate in Administrative Specialist at CWI:

1. Administrative Specialist graduates will be prepared to write and speak professionally in a multicultural, technologically sophisticated corporate setting.
2. Administrative Specialist graduates will develop skill and proficiency using the latest Microsoft software including Word, Excel, Access, PowerPoint, and Outlook. Proficiency leads to MOS certification.
3. Administrative Specialist graduates will apply real-world math skills to specific business processes with significant emphasis on the applications of business math in the United States and globally.
4. Administrative Specialist graduates will demonstrate basic knowledge of accounting processes.
5. Administrative Specialist graduates will use appropriate interpersonal skills, with sensitivity to ethnic and cultural differences, as they relate to various situations: solving problems, dealing with customers, working as a team, managing time and schedules, organizing projects, managing conflicts, or handling telephone communications.