

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

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

Plan of Study Guide: Fall 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 Plan of Study Guide. Please register for each semester as shown 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
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
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

Fall		Credit Hours
ADMS 230	Business Editing	3
ADMS 245	The Virtual Office	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		18
Spring		Credit Hours
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
Business Elective	Select a course from one (or any) emphasis area listed below ^{1,2}	3
Total Semester Credit Hours		13-15
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.

Plan of Study Guide: 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
<u>GEM 1 - Written Communication course</u>		3
Total Semester Credit Hours		15

Fall

ADMS 145	Advanced Office Information Systems	3
BOOK 151	Fundamental Accounting Concepts	3
<u>GEM 2 - Oral Communication course</u>		3
<u>GE Elective course</u>		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
<u>GEM 6 - Social & Behavioral Ways of Knowing course</u>		3
Business Elective	Select a course from one (or any) emphasis area listed below ^{1,2}	3
Total Semester Credit Hours		18

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
Business Elective	Select a course from one (or any) emphasis area listed below ^{1,2}	3
Total Semester Credit Hours		13-15
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 one (or 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