

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

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

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.