

2 YEARS | AAS

1 YEAR | BTC

In-Person | Degree Fully Online



ADMINISTRATIVE SPECIALIST

Gain office skills, writing proficiencies, customer service skills, accounting knowledge, and an array of digital technology, computer, and website experiences.

OVERVIEW

- Develop skills in editing, writing, business math, accounting fundamentals, digital publishing, and basic web design
- Engage in career training focused on Applied Accounting, Medical Administrative Support, or Marketing Communications

OPPORTUNITIES

- Earn a certificate in Business Technology, Business Writing, or Office Management
- Gain certifications in Microsoft Office and Certified Administrative Professional from IAAP
- Join Business Professionals of America

CAREERS

- Office Administration
- Business Manager
- Information Technology
- Business Support Specialist

 VISIT cwi.edu/programs to learn more!

QUESTIONS? Contact: One Stop Student Services | onestop@cwi.edu | 208.562.3000

