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Administrative Specialist



Concentrations Available:

Our career-focused Administrative Specialist program now has three concentrations available: Accounting, Insurance, or Marketing. Take the next step in your career and apply today!

[Administrative Specialist Program Flyer](#) [1]

[Administrative Specialist Insurance Certification Flyer](#) [2]

[Administrative Specialist Internship Brochure](#) [3]

Description

The Administrative Specialist program provides skills for students seeking a career in office administration. Students gain proficiency in leading office application software with the opportunity to obtain Microsoft Office Specialist (MOS) certifications. Students gain strong editing and writing skills, business math and accounting fundamentals, digital publishing and basic website design and maintenance training.

The program also provides options and opportunities through the following:

- The insurance concentration offers students who successfully complete insurance courses and industry

assessments to earn the Associate in General Insurance (AINS) designation.

- The accounting concentration prepares students by enhancing the skills of individuals who are seeking or are currently employed in accounting-related positions.
- The marketing concentration offers students a wide range of business courses including business concepts, marketing, promotion, selling, or management.

Program graduates are equipped with the office and management skills necessary to become productive and responsible leaders in today's workplace.

Mission

The mission of the Administrative Specialist program is to empower our students to better their lives and to contribute positively to the employers and communities in which they work and live. Students will utilize current technology to develop new skills and attributes required for successful entry into the office support field.

Why This Program

Imagine becoming an important member of an office team. In almost every sector of business and industry, there is a need for skilled administrative assistants. When you enroll in the Administrative Specialist Program here at CWI, we help you learn the skills you need to become a qualified professional. You will receive the skills to manage the day-to-day administrative needs of any office environment.

What You Will Learn to Do

- Prepare to write and speak professionally
- Develop skill and proficiency using the latest Microsoft Office software including Word, Excel, Access, PowerPoint, and Outlook. Proficiency leads to MOS certification
- Apply real-world math skills to specific business processes
- Demonstrate knowledge of accounting processes including the use of computerized accounting software
- Fulfill a specialty or concentration from one of three different areas
- Possess an understanding of the mechanics of websites and the role social media integration has on web design and website management
- Implement design methods and apply software applications to effect visual and written communication across a wide range of digital mediums
- Use appropriate interpersonal skills, with sensitivity to ethnic and cultural differences, as they relate to various workplace situations

Clubs



Business Professionals of America

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. BPA has 43,000...

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 [4]

Associate of Applied Science for Administrative Specialist—Fall Start

Degree Type:

AAS

Length:

24 Months

Delivery Formats:

Traditional

Advanced Technical Certificate for Administrative Specialist—Fall Start

Degree Type:

ATC

Length:

16 Months

Delivery Formats:

Traditional

Technical Certificate for Administrative Specialist—Fall Start

Degree Type:

TC

Length:

12 Months

Delivery Formats:

Traditional

Post-Secondary Technical Certificate for Administrative Specialist—Fall Start

Degree Type:

PTC

Length:

6 Months

Delivery Formats:

Traditional

Associate of Applied Science for Administrative Specialist—Spring Start

Degree Type:

AAS

Length:

24 Months

Delivery Formats:

Traditional

Advanced Technical Certificate for Administrative Specialist—Spring Start

Degree Type:

ATC

Length:

16 Months

Delivery Formats:

Traditional

Technical Certificate for Administrative Specialist—Spring Start

Degree Type:

TC

Length:

12 Months

Delivery Formats:

Traditional

Post-Secondary Technical Certificate for Administrative Specialist—Spring Start

Degree Type:

PTC

Length:

6 Months

Delivery Formats:

Traditional

Important Dates for Credit Programs

	Fall 2014	Spring 2015	Summer 2015
Registration Open	April 14	November 10	April 13
Financial Aid Priority Date	July 14	December 1	May 11
Admission Deadline	August 8	December 22	May 15
Tuition and Fees Due	August 22	January 9	May 29
Last Day to Register	August 22	January 9	May 29
Classes Begin	August 25	January 12	June 1*

	Fall 2014	Spring 2015	Summer 2015
*Some classes begin before this date. See class schedule [5] for more information.			

Please refer to our [Important Dates](#) [6] for more information.

Skills, Traits, and Prep Classes

- Interest in a business career
- Enjoyment of working with others
- Keyboarding proficiency is a plus
- College-level reading skills
- Fluency in the English Language

Financial Aid Available

Did you know that as a student in this program you may be eligible for financial aid? Through grants, [scholarships](#) [7], and loans, more than 60 percent of first-time, full-time CWI students receive some form of financial assistance. To learn more about financial aid options and whether you may be eligible, visit [Financial Aid](#) [8].

Tuition and Fees

Tuition for a full-time CWI student averages half the cost of a state university and a third of the cost of a private college. Tuition and fees vary based on program and residence. Visit [Tuition and Fees](#) [9] for more information.

Advising

Navigating your way through college can be confusing, especially if you try to go it alone. CWI One Stop Student Services offers advising assistance, to help in deciding which courses you need to take to complete your educational goals. Visit [Advising](#) [10] for more information or contact [One Stop Student Services](#) [11] to schedule an appointment.

The required assessments for the 25nwam Keyboarding speed and CISA 001 prerequisites for the ADMS 110, ADMS 111, ADMS 162, and ADMS 164 courses are **NO LONGER REQUIRED.**

Career Information

This program provides training needed to enter all types of administrative specialist. Graduates may find employment with large corporations, small businesses, government organizations, and more.

Administrative assistants often support the work of managers, preparing presentations, managing calls, handling correspondence, and responding to various needs of the business as they arise.

Professions

- Executive Secretaries

- Secretaries
- Administrative Assistants
- Executive Administrative Assistants

Locations



Ada County Campus Pintail Center

1360 S. Eagle Flight Way, Boise, ID 83709

Program Contact



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Program Chair

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- [13] <http://cwidaho.cc/department/business-information-tech>
- [14] <mailto:yolondabarnes@cwidaho.cc>