



ADMINISTRATIVE ASSISTANT

Administrative Assistant

Administrative Assistant program enhances skills in computer technology, communication, human relations and office support. Be prepared for positions that include technical skills, supervising, leading and customer service. Train for current and changing technology in office settings.

Degree/Certificate

- Associate of Applied Science
- Certificates

Learn Skills

- Advertising
- Business Communications
- Human Relations
- Spreadsheet Applications
- Operating Systems
- Opportunity Analysis



To view our faculty, visit www.cwc.edu/faculty



To learn more about the program, visit www.cwc.edu/adminassistant





Snapshot

- Leadership strategies for business
- New business ventures
- Geographic Information Systems business software
- 3D printer and innovations lab
- Business networking
- Combine degrees to hone in on a specified business
- Microsoft Office certifications

Pathways to...

- Enter the workforce
- Careers in:
 - Executive Assistant
 - Payroll Specialist
 - Management

Non-Discrimination Statement

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientations, marital status, or gender identity), national origin, age, disability (mental and/or physical), veteran status, or genetic information in admission, or access to, or treatment, or employment in its educational program services or any other activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit.

Inquiries concerning:

- Title VII and Title IX may be referred to Jennifer Appleby, Director of Human Resources, Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112
- Section 504 of the Rehabilitation Act may be referred to: Nicole Schoening, CWC Counselor and Disability Services Coordinator, Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2011. Inquiries may also be sent to the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR_Denver@ed.gov.



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