

# Administrative Office Management Technology Program

## 6 Stackable Credentials

It is recommended that students follow the online program course sequence for the Administrative Office Management Technology A.A.S. degree program to earn all six credentials.

### Start Here

See course sequence recommendation

### Computer Applications (BTC)

*Basic Technical Certificate*

#### Pick eight (8) of the following SIMnet courses:

- CAOT-140: Database/Access 1\*
- CAOT-115: Outlook
- CAOT-120: Word Processing / Word I
- CAOT-121: Word Processing / Word II
- CAOT-122: Word Processing / Word III
- CAOT-130: Spreadsheets / Excel I
- CAOT-131: Spreadsheets / Excel II
- CAOT-132: Spreadsheets / Excel III
- CAOT-150: PowerPoint
- CAOT-164: Computer Fundamentals for Tech
- CAOT-166: Living Online for Tech Programs

\* Required prerequisite for Administrative Office Technology (BTC)

### Only 8 More Credits

### Administrative Office Technology (BTC)

*Basic Technical Certificate*

- CAOT-140 (Prerequisite)
- CAOT-184: Records Systems Management
- CAOT-210: Office Procedures

#### Plus, pick two (2) of the following elective credits:

- Any ACCT Course
- Any BUSA Course
- Any remaining SIMnet course(s) in *Computer Applications (BTC)*

### Just 5 More Courses

### Office Specialist / Receptionist (ITC)

*Intermediate Technical Certificate*

- BLDR-120: Financial Business Applications
- CAOT-183: Business Editing and Proofreading
- CAOT-205: Business Document Formatting / Transcription
- CAOT-220: Administrative Support Internship I

### Add 1 BUSA Course

### Virtual Administrative Assistant (ITC)

*Intermediate Technical Certificate*

- BUSA-101: Introduction to Business

### Just 2 More Courses

### Office Technology (ITC)

*Intermediate Technical Certificate*

- COMM-101: Intro to Speech Communication
- ENGL-101: English Composition

### Administrative Office Management Technology A.A.S.

*Associate of Applied Science*

- ACCT-110: Small Business Accounting - or - ACCT-201: Principles of Accounting
- ACCT-150: 10-Key Skill Building
- BUSA-221: Principles of Marketing
- CAOT-204: Career Leadership
- GEM 3 A.A.S. Mathematical Ways of Knowing
- GEM 6 A.A.S. Behavioral Ways of Knowing
- Any remaining SIMnet course(s) in *Computer Applications (BTC)*

#### Plus, pick two (2) of the following courses (6 credits):

- BLDR-105: Customer Service 3
- BLDR-110: Supervisory Management 3
- BLDR-132: Employee Benefits & Compensation 3
- BMGT-256: Problem Solving / Team Dynamics 3
- BUSA-211: Principles of Management 3
- ENTP-105: Entrepreneurship Skills 3

**North Idaho College**

► For more info, visit [nic.edu/caot](http://nic.edu/caot)

