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.

6

Just 3 More Courses

5

Add 1 BUSA Course

4

Just 5 More Courses

3

Only 8 More Credits

2

1 ★

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)

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)*

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

Virtual Administrative Assistant (ITC)
Intermediate Technical Certificate

- BUSA-101: Introduction to Business

Office Technology (ITC)
Intermediate Technical Certificate

- COMM-101: Intro to Speech Communication
- ENGL-101: English Composition
- MCTE-101: Technical Mathematics (or higher)

Administrative Office Management Technology A.A.S.
Associate of Applied Science

- ACCT-101: Small Business Accounting
  - *- or -*
  - ACCT-201: Principles of Marketing
- 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*