

ADMINISTRATIVE OFFICE MANAGEMENT TECHNOLOGY (AAS)

Associate of Applied Science

Career-Technical Program

Interest Areas:

Business Admin. and Management

The Administrative Office Management Technology program combines a well-balanced academic program with expert administrative and computer instruction, giving a student the diversified educational training and background needed to hold a position of responsibility and importance in many areas of the business world. This program helps raise the administrative skills of the student to a professional level, gives the student a technical background through completion of technical skill courses, innovative office technology experience and includes an academic component that provides the student with a mature understanding of professional responsibilities and workplace readiness skills in our global economy. Program graduates have a variety of options in offices of their interest such as travel, sports or entertainment; banking, insurance, construction and engineering, real estate; technical, government, or foreign service; public, private, or temporary agencies.

Contact Information:

Career & Technical Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

Program Website (<https://www.nic.edu/aomt/>)

Program Requirements

Course	Title	Credits
Semester 1		
BUSA-101	Introduction to Business	3
CAOT-120	Word Processing/Word I	1
CAOT-121	Word Processing/Word II	1
CAOT-122	Word Processing/Word III	1
CAOT-150	PowerPoint	1
CAOT-164	Computer Fundamentals for Technical Programs	1
CAOT-183	Business Editing and Proofreading	3
CAOT-204	Career Leadership	1
GEM 3 - Mathematical Ways of Knowing		3-5
Credits		15-17
Semester 2		
CAOT-130	Spreadsheets/Excel I	1
CAOT-131	Spreadsheets/Excel II	1
CAOT-132	Spreadsheets/Excel III	1
CAOT-140	Database/Access I	1
CAOT-210	Office Procedures and Technologies	3
ENGL-101	Writing and Rhetoric I	3
Select two of the following:		6
BLDR-105	Customer Service	
BLDR-120	Financial Business Applications	
BLDR-132	Employee Benefits and Compensation	

BMGT-256	Problem Solving Through Team Dynamics	
BUSA-211	Principles of Management	
BUSA-221	Principles of Marketing	
ENTP-105	Entrepreneurship Skills	
Credits		16
Semester 3		
BLDR-110	Supervisory Management	3
BOAA-110	Small Business Accounting ¹	3
CAOT-166	Living Online for Technical Programs	1
CAOT-184	Records Systems Management	3
CAOT-205	Business Document Formatting/Transcription	2
COMM-101	Fundamentals of Oral Communication	3
Credits		15
Semester 4		
BOAA-140	QuickBooks	3
BOAA-150	10-Key Skill Building	1
CAOT-115	Outlook	1
CAOT-292	Administrative Support Internship	3
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3
A.A.S. Institutionally Designated		3-5
Credits		14-16
Total Credits		60-64

¹ Students intending to obtain a four-year degree should take ACCT-201 Principles of Accounting.

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Program Outcomes

Upon completion of the program, students should be able to:

1. Use integrated computational skills to solve a variety of business applications such as inventory, payroll, calculating interest, and budget monitoring.
2. Describe the changing work environment and the skills needed by administrative professionals to function in a changing work environment.
3. Organize and prioritize time and tasks within a business environment.
4. Examine planning and leadership skills and characteristics and evaluate the role they play in organizational success.
5. Use problem-solving, interpersonal, and collaborative skills to complete work independently or in a team in an ethical and professional manner.
6. Utilize business terminology and vocabulary to communicate in both written and oral forms following rules of confidentiality.
7. Develop, edit, format, and proofread correspondence that meets acceptable business standards.
8. Make use of office equipment, such as 10-key, copiers, and fax machines to complete documents and office projects.
9. Develop and apply project management, records management, and organizational skills to complete office tasks and projects.

10. Use a variety of computer applications to produce multiple documents required in a variety of office settings.
11. Conduct internet searches to locate business information; analyze and evaluate its usefulness in given business scenarios.
12. Select and use appropriate resources to collect business data that informs decision-making.
13. Demonstrate the ability to use innovative technologies (such as teleconferences, webinars, blogs, social media, web pages, cloud-based platforms, etc.) in an office environment.
14. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

In addition to the program outcomes, students will meet the following North Idaho College General Education (GEM) Requirements: Written and Oral Communication; Mathematical Ways of Knowing; Social and Behavioral Ways of Knowing; and an additional program-designated or selected course from any of the GEM requirements.