

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. These might be in travel, sports, or entertainment; banking, insurance, construction and engineering, real estate; technical, government, or foreign service; public, private, or temporary agencies.

Program Website (https://www.nic.edu/programs/viewprogram.aspx?program_id=3)

Program Requirements

Course	Title	Credits
Semester 1		
BLDR-120	Financial Business Applications	3
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
	Credits	15
Semester 2		
CAOT-115	Outlook	1
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	3
ENGL-101	English Composition	3
Select two of the following:		5-6
ATEC-117	Occupational Relations and Job Search	
BLDR-105	Customer Service	
BLDR-110	Supervisory Management	
ENTP-105	Entrepreneurship Skills	
	Credits	16-17

Semester 3

ACCT-110 or ACCT-201	Small Business Accounting ¹ or Principles of Accounting	3
BUSA-221	Principles of Marketing	3
CAOT-166	Living Online for Technical Program	1
CAOT-184	Records Systems Management	3
CAOT-205	Business Doc Formatting/Transcription	2
COMM-101	Introduction to Speech Communication	3
	Credits	15

Semester 4

ACCT-150	10-Key Skill Building	1
CAOT-221	Administrative Assistant Internship II	3
CAOT-250	Office Skills Capstone	1
GEM 3 - A.A.S. Mathematical Ways of Knowing		3-5
A.A.S. Institutionally Designated		3
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3
	Credits	14-16
	Total Credits	60-63

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

Course Key



GEM



WCHE



AAS



Gateway



Milestone

Institutionally
Designated

Program Outcomes

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

- Use integrated computational skills to solve a variety of business applications such as inventory, payroll, calculating interest, and budget monitoring.
- Describe the changing work environment and the skills needed by the Administrative Assistant to function in a changing work environment.
- Organize and prioritize time and tasks within a business environment.
- Examine planning and leadership skills and characteristics and evaluate the role they play in organizational success.
- Use problem solving, interpersonal, and collaborative skills to complete work independently or in a team in an ethical and professional manner.
- Utilize business terminology and vocabulary to communicate in both written and oral forms following rules of confidentiality.
- Develop, edit, format, and proofread, correspondence that meet acceptable business standards.
- Make use of office equipment, such as 10-key, copiers, fax machines, and transcription equipment to complete documents and office projects.
- Develop and apply project management, records management, and organizational skills to complete office tasks and projects.
- Use a variety of computer applications to produce multiple documents required in a variety of office settings.
- Conduct internet searches to locate business information; analyze and evaluate its usefulness in given business scenarios.

2 *Administrative Office Management Technology (AAS)*

- Select and use appropriate resources to collect business data that informs decision-making.
- Demonstrate the ability to use innovative technologies (such as teleconferences, webinars, blogs, social media, web pages, cloud-based platforms, etc.) in an office environment.
- 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.