

# ADMINISTRATIVE OFFICE TECHNOLOGY (BTC)

## Basic Technical Certificate

### Career-Technical Program

#### Interest Areas:

#### Business Admin. and Management

This certificate program is designed for individuals who desire to update or attain new office skills by completing a combination of required and elective courses that reflect their own personal career needs. The curriculum provides students with the updated knowledge and skills necessary to work in various office settings. Students receive hands-on working knowledge of innovative office technologies, records management, office procedures, and software skills.

Program Website ([https://www.nic.edu/programs/viewprogram.aspx?program\\_id=3](https://www.nic.edu/programs/viewprogram.aspx?program_id=3))

### Program Requirements

Course	Title	Credits
<b>Semester 1</b>		
CAOT-140	Database/Access I	1
Choose 5 elective credits from list below.		5
	Credits	6
<b>Semester 2</b>		
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
Choose 3 elective credits from list below.		3
	Credits	9
	Total Credits	15

### Elective Credits

Code	Title	Credits
Any ACCT Course		
Any BUSA Course		
Computer Applications and Office Technology Computer Courses:		
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 Technical Programs	
CAOT-165	Productivity Software for Technical Programs	
CAOT-166	Living Online for Technical Program	

### Course Key



GEM



WCHE

AAS  
Institutionally  
Designated

Gateway



Milestone

## Program Outcomes

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

- Use a variety of computer applications to produce multiple documents required in a variety of office settings.
- Demonstrate competency in basic office procedures.
- Use problem solving, interpersonal, and collaborative skills to complete work independently or in a team in an ethical and professional manner.
- Demonstrate the ability to use innovative technologies (such as teleconferences, webinars, blogs, social media, web pages, cloud-based platforms, etc.) in an office environment.
- Develop and apply project management, records management, and organizational skills to complete office tasks and projects.