

BASIC BOOKKEEPING AND SMALL BUSINESS SUPPORT (BTC)

Basic Technical Certificate

Career-Technical Program

Interest Areas:

Business Admin. and Management

The Basic Technical Certificate in Basic Bookkeeping and Small Business Support is an entry-level program designed as a stepping stone for anyone looking to prepare for an entry-level career in bookkeeping and support of small businesses.

Contact Information:

Career & Technical Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

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

Code	Title	Credits
BOAA-110	Small Business Accounting	3
CAOT-120	Word Processing/Word I ¹	1
CAOT-130	Spreadsheets/Excel I	1
ENTP-105	Entrepreneurship Skills	3
Total Credits		8

¹ To meet industry recommendations, students must possess keyboarding skills of at least 35 wpm with 95% accuracy. NIC will assess this skill in the CAOT-120 course.

Course Key



GEM



AAS
Institutionally
Designated



Gateway



Milestone

Upon completion, the student should be able to:

1. Demonstrate a strong understanding of small business accounting principles.
2. Identify essential entrepreneurial skills.
3. Enhance proficiency in spreadsheet and word processing software.