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# BUSINESS INFORMATION

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**Administrative professionals** manage and maintain all aspects of an office environment. Extensive software skills in Microsoft Word, Excel, Access, and PowerPoint are required, as well as Internet research abilities and strong communication skills. Admins need flexibility, excellent interpersonal skills, project coordination skills, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

**Accounting technicians** perform a combination of calculating, posting, and verifying financial data using spreadsheets, database, and accounting software for sole proprietorships, partnerships, and/or corporations.

## Certificates & Degrees

### Technical Certificates

- Accounting Technology
- Administrative Technology
- Business Information Technology

### Associate of Applied Science degrees

- Accounting Technology
- Administrative Management

All Associate of Applied Science degrees articulate to a Bachelor of Applied Technology

## Program Options & Length

- Programs begin in August and January
- Program lengths vary
- Flexible classroom hours
- Summer Session – optional
- Seated classes with online availability

**Business Information! A fast, focused, and fun major at Idaho State University!**

**Idaho State**  
UNIVERSITY

College of Technology

Administrative and accounting support professionals are in demand. According to the Idaho Occupational Employment & Wage Survey 2010, salaries for Office and Administrative Support Occupations in Bannock and Power counties averaged \$13.40/hr.; the salary for Administrative Assistants averaged \$16.09/hr.



## You may be interested in this program if you like to:

- Prioritize and coordinate work flow
- Keep projects on schedule
- Take initiative in manager's absence
- Compose correspondence
- Research and coordinate the submission of reports and proposals
- Handle all phone inquiries; arrange callbacks
- Make travel and meeting arrangements
- Prepare reports for financial data
- Train and supervise other support staff
- Develop and maintain directories and databases
- Process expense reports and track sales progress