

OFFICE TECHNOLOGY (ITC)

Intermediate Technical Certificate

Career-Technical Program

Interest Areas:







Business Admin. and Management

The Office Technology program allows students to design an Office Technology intermediate technical certificate by completing courses from the Accounting, Business Administration, Computer Applications and Office Technology, and Paralegal programs. It is designed for students seeking entry-level employment or who want to upgrade their office technology skills as required for an office-related position. The certificate can be completed in two to four semesters with a minimum of 28 credits required.

Gainful Employment Information (<https://www.nic.edu/programs/ge/57-CC1/Gedt.html>)

Program Website (https://www.nic.edu/programs/viewprogram.aspx?program_id=57)

Program Requirements

Code	Title	Credits
COMM-101	Introduction to Speech Communication  	3
or COMM-233	Interpersonal Communication  	
ECTE-100	Fundamentals for Writing	3
or ENGL-101	English Composition  	
Select one of the following:		3-5
MCTE-101	Technical Mathematics	
GEM 3 - A.A.S. Mathematical Ways of Knowing		
Select one of the following:		3-4
ACCT-248	Accounting Internship	
CAOT-191	Medical Receptionist Internship I	
CAOT-220	Administrative Support Internship I	
CAOT-224	Medical Administrative Assistant Internship	
CAOT-225	Medical Billing Specialist Internship I	
PLEG-290	Paralegal Internship I	
Select 18 credits from the following subjects: ¹		18
ACCT Accounting		
BUSA Business Administration		
CAOT Computer Applications and Office Technology		
PLEG Paralegal		
Total Credits		30-33

¹ Excluding internship courses.

Course Key



GEM



WICHE



AAS

Institutionally
Designated



Gateway



Milestone

Program Outcomes

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

- Demonstrate appropriate work relationships and habits, communication skills, and computation skills used in an entry-level front office position.
- Demonstrate competency in basic office procedures in the selected area of concentration.
- Effectively communicate verbally and in writing in a business office context.
- Employ computation skills appropriate to a business office environment.
- Effectively use specialized computer programs used in an office environment.
- Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.