

OFFICE TECHNOLOGY (ITC)

Interm 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.

Contact Information:

Business & Professional Programs Division

Hedlund Building, Room 101

Phone: (208) 769-3226

Program Website (<https://www.nic.edu/programs/office-technology/>)

Program Requirements

Code	Title	Credits
COMM-101	Fundamentals of Oral Communication	3
or COMM-233	Interpersonal Communication	
ENGL-101	Writing and Rhetoric I	3
or ENGL-101P	Writing and Rhetoric I	
Select one of the following:		3-5
BLDR-120	Financial Business Applications	
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	
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



AAS
Institutionally
Designated



Gateway



Milestone

Program Outcomes

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

1. Demonstrate appropriate work relationships and habits, communication skills, and computation skills used in an entry-level front office position.
2. Use a variety of computer applications to produce multiple documents required in a variety of office settings.
3. Conduct internet searches to locate business information; analyze and evaluate its usefulness in given business scenarios.
4. Examine planning and leadership skills and characteristics and evaluate the role they play in organizational success.
5. Use problem solving, interpersonal, and collaborative skills to complete work independently or in a team in an ethical and professional manner.
6. Utilize business terminology and vocabulary to communicate in both written and oral forms following rules of confidentiality.
7. Develop, edit, format, and proofread correspondence that meet acceptable business standards.
8. Demonstrate ability to use innovative technologies (such as teleconferences, webinars, blogs, social media, web pages, cloud-based platforms, etc.) in an office environment.
9. Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.