

Reasons to consider a career in Office Technology:

NEED

Businesses need offices to operate, and offices need office workers. The need for Office Technology workers is increasing due to our nation's low unemployment rate.

CAREER PATH MOBILITY

A career in Office Technology offers mobility in two ways: by vocation and by geography. The vocations of law, healthcare, education, manufacturing, government, and hospitality all have a need for office workers to operate computers, prepare payroll, maintain customer relations, organize facilities and records, schedule meetings and conferences -- and a variety of other tasks.

Career opportunities in Office Technology are available globally, nationally, and locally. Graduates of John A. Logan College's Office Technology programs work in Murphysboro, Denver, Marion, Japan, Phoenix, Carbondale, and many, many other locations.

VARIETY

Graduates of John A. Logan College's Office Technology programs are pleased with the variety of responsibilities they have. If you like working with technology (computers, scanners, phone systems, faxes), like to help people solve problems, and like change, please consider a career in Office Technology.



Most individuals want to enter the workforce, perform well, and move up the career ladder.

- ♦ *Receive promotions*
- ♦ *Increase your responsibilities*
- ♦ *Earn higher pay*

**Office Manager,
Information Systems Manager**

**Executive Secretary,
Administrative Assistant**

Office Assistant, Secretary

Clerk, Receptionist, Office Worker

Office Technology Programs

COURSES

Business Correspondence, Keyboarding, Word Processing, Office Procedures, Transcription, Office Management, Office Language Skills, Business Math, Records Management, and others.

OCCUPATIONAL CERTIFICATES

Data Entry Assistant
General Business
Medical Clerk
Office Assistant

CERTIFICATES

Bookkeeper-Clerical Studies
Information Processing
Legal Office Specialist
Medical Transcription
Sociologist Reporter/RCT

DEGREE PROGRAMS

(Associate in Applied Science)
Administrative Assistant
Judicial Reporter/RCT
Medical Administrative Assistant
Office Supervision and Management

AGREEMENTS WITH SIUC

Information Systems Technology
Health Care Management

REVIEW COURSES

CAP, Certified Administrative Professional
CPS, Certified Professional Secretary
CMT, Certified Medical Transcriptionist

For more information contact:

Brenda Erickson, Professor, Office Technology
John A. Logan College, Carterville, IL 62918
Toll-free numbers: (618) 985-3741, 549-7335,
937-3438, 542-8612, 1-800-851-4720, TTY, 985-2752.

John A. Logan College does not discriminate on the basis of race, religion, color, national origin, disability, age, or gender orientation.

2-Year Associate in Applied Science:

ADMINISTRATIVE ASSISTANT – The Administrative Assistant curriculum is a two-year program leading to the Associate Degree in Applied Science. This program is designed to provide training to fill administrative assistant positions in legal, medical, and other professional offices. Some of the courses included in this program are Database Management, Word Processing, Spreadsheet Design, Machine Transcription, Accounting, Records Management, Office Language Skills, and Business Correspondence.

JUDICIAL REPORTER/RCT – The Judicial Reporter curriculum is a two-year program leading to an Associate Degree in Applied Science. This program prepares students to take verbatim reports of speeches, conversations, legal proceedings, meetings, and other events when written accounts of spoken words are necessary for correspondence, records, or legal proof. General education courses as well as Medical Terminology, Legal Terminology, Computer Applications, Grammar and Punctuation for Reporters, Legal and Social Environment of Business, Judicial Technology, Realtime Theory, Vocabulary, Skill Development, and Speed Building are some of the required courses.

MEDICALADMINISTRATIVEASSISTANT–TheMedicalAdministrative Assistant curriculum is a two-year program leading to an Associate Degree in Applied Science. Besides exposure to administrative assistant courses, participants gain experience with computer applications, medical terminology, CPR, medical office procedures, and The Medical Manager. Students may select from electives such as Accounting, Medical Terminology, Legal Terminology, Word Processing, Computer Applications, and Marketing.

OFFICE SUPERVISION AND MANAGEMENT – The Office Supervision and Management curriculum is a two-year program leading to the Associate Degree in Applied Science. This program is designed to provide specialized training for the office support person who aspires to be eligible for a management position in the office environment. Students may select from electives emphasizing accounting, medical terminology, legal terminology and document processing, computer applications, or marketing.

Certificates:

BOOKKEEPER-CLERICAL STUDIES CERTIFICATE–TheBookkeeper-Clerical Studies is a one-year program leading to a Certificate of Achievement. It is designed to prepare bookkeepers and general clerical office workers. Accounting courses develop the ability to analyze and record business transactions; other business courses help to develop necessary office skills and knowledge of office procedures. Graduates of the program are qualified to fill positions such as general bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, file clerk, and civil service employee.

INFORMATION PROCESSING CERTIFICATE – The Information Processing curriculum is a one-year program leading to a Certificate of

Achievement. This program includes an emphasis on word processing, keyboarding, records management, and office procedures. Graduates of this program will be qualified for entry-level employment as data entry operators, word processors, receptionists, file clerks, transcriptionists, general office clerical employees, and civil service employees.

LEGAL OFFICE SPECIALIST CERTIFICATE – The Legal Office Specialist curriculum is a one-year program leading to a Certificate of Achievement. It is designed to provide specialized training for individuals desiring to work in a legal office, courthouse, corporate legal department, bank, or real estate office. An emphasis on legal terminology and legal document processing is included.

MEDICAL TRANSCRIPTION – The Medical Transcription Curriculum is a one-year certificate program leading to a Certificate of Achievement. It is designed for the individual desiring a document processing position in the medical field. Emphasis is on the study and use of medical terminology in medical transcription. Proficiency can be acquired in the preparation of medical documents.

SCOPIST REPORTER/RCT – The Scopist Reporter curriculum is a one-year program leading to a Certificate of Achievement. Courses such as Medical Terminology, Legal Terminology, Grammar and Punctuation for Reporters, Computer Applications, and Realtime Theory will prepare students for careers in editing and proofreading transcripts.

Occupational Certificates:

DATA ENTRY ASSISTANT CERTIFICATE – The Data Entry Assistant Certificate is a short-term occupational certificate requiring only 17 credit hours for completion. Courses include Business Mathematics, Spreadsheet Design, Employment Strategy, Introduction to Computers, Interpersonal Communication, Keyboarding I, and Electronic Calculating.

GENERAL BUSINESS CERTIFICATE – The General Business Certificate is a short-term occupational certificate requiring only 17 credit hours for completion. Courses include Interpersonal Communication, Keyboarding I, Electronic Calculating, Introduction to Business, Introduction to Computers, Employment Strategy, and Business Mathematics.

MEDICAL CLERK CERTIFICATE – The Medical Clerk Certificate is a short-term occupational certificate requiring only 17 credit hours for completion. Courses include Office Language Skills, Keyboarding I, Medical Terminology I, Introduction to Computers, Employment Strategy, Medical Office Procedures, and Records Management.

OFFICE ASSISTANT CERTIFICATE – The Office Assistant Certificate is a short-term occupational certificate requiring only 18 credit hours for completion. Courses include Electronic Calculating, Keyboarding I, Introduction to Computers, Interpersonal Communication, Office Language Skills, Employment Strategy, Business Mathematics, and Records Management.



**JOHN A.
LOGAN
COLLEGE**



Office Technology