

KELLOGG COMMUNITY COLLEGE

CONTACT

For more information about the Office Information Technology Program at Kellogg Community College, please contact:

Enrollment Services

Kellogg Community College
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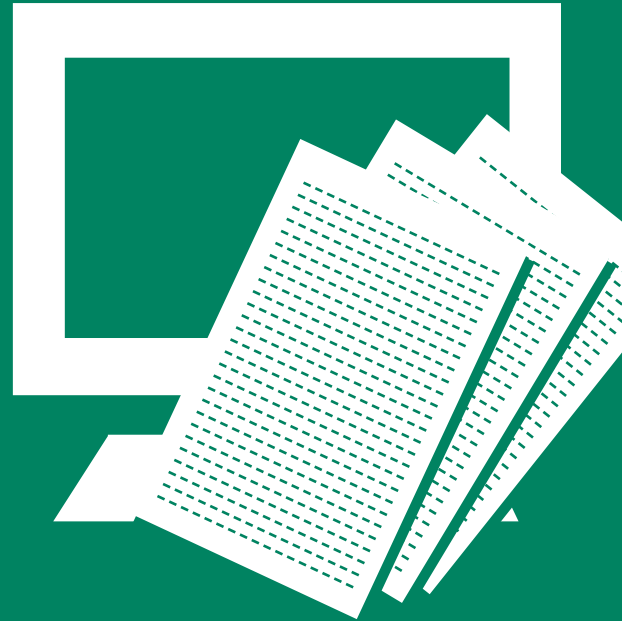
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Office Information Technology
Program

Office Information Technology Program



inspiring generations

Office Information Technology Program

The Office Information Technology Program at Kellogg Community College prepares students for a variety of roles in the management of information through the use of computers.

EMPLOYMENT OPPORTUNITIES

The Office Information Technology degree is one of the most versatile degrees because it can be used across a wide spectrum of fields and occupations.

Job growth rate from 2006-2016

Employment Category	Statewide Rate*
Administration Assistant	8.3%
Legal Assistant	8.4%
Medical Administrative Assistant	11.2%
Microcomputer Applications Specialist	2.1%

Median Annual Earnings

Employment Category	Local Rate*	Statewide Rate*
Administrative Assistant	\$32,939/yr	\$32,990/yr
Legal Assistant	\$43,840/yr	\$42,940/yr
Medical Administrative Assistant	\$30,620/yr	\$31,450/yr
Microcomputer Applications Specialist	\$36,750/yr	\$37,540/yr

* Source: Bureau of Labor Market Information & Strategic Initiatives
www.milmi.org

With further education, opportunities include:

- Office Manager
- Computer Technician
- Help Desk Technician
- Executive Assistant

PROGRAM OPTIONS

The Office Information Technology program leads to an Associate in Applied Science with concentrations in administrative assistant, legal administrative assistant, medical administrative assistant, microcomputer applications specialist, or word/information processing. These Associate degree programs are 62-63 credit hours of general education course work and office information technology specific courses. Students can also earn a certificate in any of the concentrations or earn a MOS (Microsoft Office Specialist) Master Certificate. All six certificates require between 18 and 30 credit hours to complete.

COURSE WORK

The courses in the Office Information Technology Program will provide the student with knowledge of computers and software and a framework for using this knowledge effectively in the workplace.

Topics covered in Office Information Technology courses Include:

- Accounting/Bookkeeping
- Business Administration
- Microsoft Office Applications
- Word/Information Processing
- Terminology (Medical, Legal, Business)
- Programming (Macros & Scripts)
- Keyboarding/Transcription
- A focus on the Administrative, Legal or Medical fields