

Ivy Tech Major and Major Description	OFAD	Office Administration
Degree/Certificate Level	TC	Technical Certificate
CIP (Classification of Instructional Program) Code	520402	Executive Assistant/Secretary

What Career Fields Are Available for Graduates of this Program?		
Standard Occupational Code (SOC)	Description	Link
43-6011.00	Executive Secretaries and Administrative Assistants	http://www.onetonline.org/link/summary/43-6011.00
43-6014.00	Secretaries, Except Legal, Medical, and Executive	http://www.onetonline.org/link/summary/43-6014.00

How long does it take to complete this program?	
Assuming enrollment as a full time student and readiness for college level work, technical certificates can be completed within three terms and career certificates can be completed within two academic terms.	
Total Ivy Tech in this program Graduates fall 2009 to summer 2010	102
Percent of Ivy Tech program students who complete "on time", that is within two consecutive academic terms for a career certificate and three consecutive academic terms for a technical certificate	2.0%
Reasons for students taking longer to complete their program include: *Enrolling on a part time basis. **65% of Ivy Tech students completing programs such as this enrolled on a part-time basis for one or more terms. *Students may not be ready for college level courses and take one or more academic skill advancement courses to prepare for college level coursework. **99% of Ivy Tech students completing programs such as this take at least one academic skill advancement course. *Students may stop out for summer terms, or other terms. *Students may not initially choose a program or they may change to a new program after taking some courses which do not apply to the new program.	

How Much Does this Complete Program Cost?	
The total cost of this program taken as a full-time student, before any financial aid is applied is approximately	
Tuition and Fees	\$4,267
Books and Supplies	\$1,605
Total Program Cost	\$5,872

How Much Do Students Typically Borrow for This Program?	
Not all students borrow money in order to pay for enrolling in this program. Taking into account non-borrowers and students that do borrow money to take and complete this program, the median total of loans graduates have taken out is...	
Median Loan (All Types Combined)	\$0
Median Federal Title IV Loan	\$0
Median Alternative (Private) Loan	\$0
Note: A median means that as many take higher amounts as take lower amounts in loans.	

What percent of recent program graduates are gainfully employed?	
% Employed	64.7%
Note: This percentage is based upon responses to a survey among graduates of this program and/or state employment information.	