

## OFFICE ADMINISTRATION



## CAREERS IN THIS FIELD

Administrative Assistant

Legal Assistant • Medical Transcriptionist

Office Manager • Software Application Specialist

As the business office relies increasingly on technology, companies need a well-trained, take-charge person to ensure that daily tasks are handled quickly and efficiently. In Ivy Tech's Office Administration program, you'll learn the technical and interpersonal skills that will make you a key player in day-to-day operations. Not only will you cover basics of word processing, spreadsheets, and databases, but you'll also study more advanced areas such as desktop publishing, developing skills that will move you to the top of a company's must-hire list. Programs are tailored for beginning, intermediate, and advanced skill levels.

## ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Two-year Associate of Applied Science degree programs prepare students for careers, career changes and career advancement. AAS programs may also prepare students for transfer to four-year institutions. The program content, which is approximately 30 percent general education, provides depth and breadth in conceptual and professional/technical skills. Professional/technical courses equip students with the skills to obtain employment and to advance in the workforce.

## CERTIFICATE (C)

Certificates are sequences of technical and professional courses. They provide access to targeted, short-term workforce training, and completers may sit for specific certification exams. Certificate programs generally take less than one year to complete.

## MICROSOFT OFFICE SPECIALIST CERTIFICATE

Leads to employment in office administration related fields, completion of an AAS degree in Office Administration, and/or taking Microsoft Office Specialist exam in Word, Excel, PowerPoint & Access.

## TECHNICAL CERTIFICATE (TC)

One-year Technical Certificate programs provide education in conceptual and technical skills for specific occupations. Each program contains a sequence of required courses in a recognized concentration within a program.

To learn more about employment and salary information for careers in this field, visit the U.S. Department of Labor's Bureau of Labor Statistics website at [bls.gov](http://bls.gov) and the official career site of the State of Indiana, [indianacareerconnect.com](http://indianacareerconnect.com).

## HIGHER EDUCATION. LOWER COST. PERFECT VALUE.

Get more for your money with classes that are close to home and a fraction of the cost of other colleges and universities in Indiana. Whether you want to move up in your field or enter a new field, Ivy Tech can help you get the skills you need. And if you want to continue on to a four-year degree, Ivy Tech helps make it affordable. Our credits transfer to many colleges and universities, so you can graduate with the same education and much less debt.

## TRANSFER OPPORTUNITIES

Credits from individual Ivy Tech classes transfer to colleges and universities throughout Indiana—and in some cases, entire programs transfer. Whether you are considering a program with a career in mind or want to save money by starting your bachelor's degree at Ivy Tech, transfer options are a great way to get started.

## EARN MORE AND IMPROVE YOUR SKILLS

If you want a good-paying job, you need to invest in your education. With an associate degree from Ivy Tech Community College, you'll earn an average of \$8,000 more each year than you would with just a high school degree. Over the course of your career, this has a tremendous impact on your earning power—a difference of up to \$400,000. As a result, you'll have the chance to explore opportunities that are well worth the time you'll spend in class.

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## Associate of Applied Science (AAS) – 62-64 Credit Hours

Compass Scores: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_ Algebra \_\_\_\_\_ Keyboarding \_\_\_\_\_

Skills Advancement Courses:

_____ ENGL024 _____	_____ ENGL025 _____	_____ ENGL083 _____	_____ ENGL031 _____
_____ ENGL032 _____	_____ ENGL093 _____	_____ MATH050 _____	_____ MATH015 _____
_____ MATH035 _____	_____ MATH023 _____	_____ MATH043 _____	_____ OFAD019 _____

### First Semester

		<b><u>Cr Hrs.</u></b>	<b><u>Prerequisites</u></b>	<b><u>Grade</u></b>	<b><u>Semester</u></b>
IVYT 1XX	Life Skills Elective	1-3	None	_____	_____
OFAD 119	Document Processing	3	OFAD019	_____	_____
OFAD 103	Intro to Computers w/ Word Processing	3	OFAD019 or 35 GWAM	_____	_____
OFAD 116	Essentials of Business Correspondence	3	ENGL 025/093, ENGL 032/083	_____	_____
ENGL 111	English Composition	3	ENGL 025/093, ENGL 032/083	_____	_____

### Second Semester

OFAD 121	Office Procedures and Team Dynamics	3	OFAD019 or OFAD119	_____	_____
XXXX XXX	Humanities/Social Sciences	3	Based on selected course	_____	_____
COMM 101	Fundamentals of Public Speaking	3	ENGL 025/093, ENGL 032/083	_____	_____
MATH 1XX	Math elective	3	MATH050/015/035/023/043	_____	_____
BUSN 101	Introduction to Business	3	ENGL 025/093, ENGL 032/083, MATH015/044	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____

### Third Semester

OFAD 216	Business Communications	3	ENGL111	_____	_____
OFAD 218	Spreadsheets	3	MATH015/044	_____	_____
OFAD 222	Database Applications	3	ENGL 025/093, ENGL 032/083	_____	_____
ACCT 101	Financial Accounting	3	ENGL 025/093, ENGL 032/083, MATH 015/044	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____

### Fourth Semester

ECON XXX	Economics Elective	3	ENGL 025/093, ENGL 032/083, MATH050/015/023	_____	_____
OFAD 221	Organizational Leadership	3	OFAD216 and Advisor Approval	_____	_____
XXXX XXX	Life/Physical Science	3	ENGL02 ENGL 025/093, ENGL 032/083, MATH 015/044	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____
*OFAD279	Capstone Course	1	Program Advisor Approval	_____	_____

\* Capstone class—This should be one of the last classes taken as there are two outcome exams that must be completed during the course of the semester.

## Technical Certificate – 31-33 Credit Hours

		<b><u>Cr. Hrs.</u></b>	<b><u>Prerequisites</u></b>	<b><u>Grade</u></b>	<b><u>Semester</u></b>
<b><u>First Semester</u></b>					
IVYT 1XX	Life Skills Elective	1-3	None	_____	_____
OFAD 119	Document Processing	3	OFAD 019	_____	_____
ENGL 111	English Composition	3	ENGL 025, ENGL 032	_____	_____
OFAD 103	Intro to Computers w/ Word Processing	3	OFAD019 or 35 GWAM	_____	_____
OFAD 116	Essentials of Business Communications	3	ENGL 024/093, ENGL 031/083	_____	_____
<b><u>Second Semester</u></b>					
XXXX XXX	Humanities/Social & Behavioral Sciences	3	Based on selected course	_____	_____
OFAD 121	Office Procedures and Team Dynamics	3	OFAD 019/119	_____	_____
OFAD 218	Spreadsheets	3	MATH 015/044	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____
XXXX XXX	Elective	3	Based on selected course	_____	_____

NOTE: MATH 015 or MATH 023 or MATH 050 competency needed to graduate.