

## 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.

## CONCENTRATIONS IN THIS PROGRAM

## LEGAL

If you have an interest in law and you are skilled in language, communication, computers, and organization, a career in the legal field may be right for you. Legal office administrators perform and coordinate a law office's administrative activities and send information to staff and clients. Your specialized skills would be in demand by law offices and other organizations.

## MEDICAL

Working in a medical office requires specific job skills, such as a knowledge of medical terminology and transcription skills. Medical office administrators are responsible for a variety of administrative and clerical duties necessary to run a medical office efficiently.

MICROSOFT OFFICE SPECIALIST *(certificate only)*

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

## SOFTWARE APPLICATIONS

This concentration prepares you for an office environment covering skills such as word processing, computer operating systems, multimedia design, and desktop publishing. With a software applications concentration, your career choice could range from software applications specialist to desktop publisher.

## 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. Completers may sit for specific certification exams. Certificate programs generally take less than one year to complete.

## 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).

