The Office Administration program prepares the student for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively. In Ivy Tech’s Office Administration program, students will learn the technical and interpersonal skills that will make them key players in day-to-day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing and other communications technologies, allowing them to develop skills that will move them to the top of an organization’s must-hire list. Students may also test in Outlook and PowerPoint if those classes are chosen as electives.

**Degrees & Certificates Offered (Wabash Valley Region):**
- Associate of Applied Science (AAS) (on campus or online)
- Associate of Science (AS)
- Microsoft Office Specialist (C)
- Technical Certificate (TC)

**Typical Careers:**
- Executive Assistant
- Administrative Assistant
- First Line Manager
- Legal Secretary
- Software Application Specialist
- Office Assistant

**POINTS OF PRIDE**
- Accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- Program curriculum prepares students for challenging and ever-changing work environments.
- Projected 12% job growth for administrative assistants by 2020 (Source: Bureau of Labor Statistics).
- The Office/Administrative Assistant occupation is rated among the top ten jobs requested in Indiana (Source: Indiana Skills).
- Graduates from the Office Administration program have many transferable skills, including oral and written communication skills, interpersonal skills, organizational skills and time-management skills.
- The program offers convenient scheduling options with most courses being offered both online and in the classroom with day and evening options.