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**
- Students have the opportunity to obtain Microsoft® Office Specialist (MOS) certifications in Word, Excel®, PowerPoint®, Access® and Outlook®.
- According to the Bureau of Labor Statistics, projected job growth is 12% by 2020. Also rated among the Top 10 jobs requested in Indiana by Indiana Skills.
- Accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- Accessible classes online or on campus allow students to achieve skills that are transferable to many careers.
- Get involved with Kappa Beta Delta and International Honor Society!

**CONTACT INFORMATION**
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