Welcome

We appreciate your interest in Ivy Tech Community College and the Office Administration Program. A degree in Office Administration gives you the broad background you will need for a position in today’s highly technological office environment with the opportunity for specialized training medical, administrative or software applications. The successes of our graduates in becoming administrative assistants, records managers, office supervisors, and other office-related positions demonstrate the benefits to be gained from choosing the Office Administration program. We understand your busy lifestyle and offer you a variety of day, evening and online course scheduling options so you can take classes when it’s most convenient for you.

To learn more about this exciting career field and the two-year degree programs and technical certificates available through Ivy Tech Community College – Bloomington, please contact me.

Your success is our success. Best regards,

Dr. Lou Pierro
Office Administration
Program Chair & Associate Professor

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Office Administration Curriculum and Course Descriptions

Curriculum for Office Administration varies based on the degree or certificate and is subject to change.

Go to ivytech.edu/bloomington and click on Academics and then Office Administration to find recommended course curriculum and course descriptions.
Overview

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.

Careers in Office Administration

- Administrative Assistant
- Medical Transcriptionist
- Office Manager

Employment and Salary

Visit the official career site of the State of Indiana: www.indianacareerconnect.com

Also visit the U.S. Department of Labor’s Bureau of Labor Statistics for salary and employment information: www.bls.gov

Office Administration Degrees & Certificates

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Concentrations

- Administrative
- Medical
- Software Applications

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.

ASSOCIATE OF SCIENCE (AS) DEGREE

Two-year Associate of Science programs typically contain 40 percent or more general education, with the balance in technical and profession courses. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution, and equips students with skills for the job market.

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.

Concentrations

Administrative

This concentration prepares you for an automated office environment, covering skills such as word processing and computer operating systems. As an administrative assistant, your tasks might include secretarial duties, scheduling work, planning meetings, taking minutes, and composing correspondence.

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.

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.