

BUSINESS OPERATIONS, APPLICATIONS, & TECHNOLOGY

The Business Operations, Applications, and Technology 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 the 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, Excel, Access, Publisher, Outlook, PowerPoint and other communications technologies, allowing them to develop skills that will move them to the top of an organization's must-hire list.

Degrees & Certificates Offered:

Associate of Applied Science (AAS) (on campus or online)
Microsoft Office Specialist (CT)
Technical Certificate (TC)

Typical Careers:

Executive Assistant
Administrative Assistant
First Line Manager
Legal and/or Medical Secretary
Software Application Specialist
Office Assistant
Customer Service Representative

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.
- ▶ Competency-based education provides self-paced instruction.



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Certificate programs in this program are considered by the U. S. Department of Education to be "Gainful Employment" programs. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.IvyTech.edu/academics/gainful-employment.html>.

CONTACT INFORMATION

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