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, PowerPoint, Outlook, Publisher 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)
- Associate of Science (AS)
- Microsoft Office Specialist (C)
- 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**
- Over 12,000 jobs available with a median salary of over $20.00 per hour.
- The Business Operations, Applications, and Technology program within the School of Business is accredited by the ACBSP.
- The job growth for an administration assistant is projected to be 12% by 2020 (Source: Bureau of Labor Statistics).
- The Office/Administrative Assistant occupation is rated among the Top 10 jobs requested in Indiana (Source: Indiana Skills).
- Students are provided with skills necessary to proficiently use Microsoft Office programs and are given the opportunity to earn Microsoft Office Specialist (MOS) certifications.

**Contact Information**
Ann Mills - Program Chair
Email: amills57@IvyTech.edu
Phone: 812-429-1451