

# BUSINESS OPERATIONS, APPLICATIONS, & TECHNOLOGY

The Business Operations, Application, 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. Skills learned in the program are transferable to many career fields.

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, Project, 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 choose Outlook and Powerpoint as electives.

#### Degrees & Certificates Offered (Wabash Valley Region):

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

#### Typical Careers:

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



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**888-IVY-LINE**

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>.

#### POINTS OF PRIDE

- ▶ Funding is available to those who qualify to cover tuition costs of the Technical Certificate through Indiana's Next Level Jobs program. Visit [ivytech.edu/nextleveljobs](http://ivytech.edu/nextleveljobs) for more information.
- ▶ Classes are available online or on campus.
- ▶ Students have the opportunity to obtain Microsoft® Office Specialist (MOS) certifications in Word®, Excel®, PowerPoint®, Access® and Outlook®.
- ▶ Classes are continually updated to teach students the skills and technology needed in today's workforce.
- ▶ 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).
- ▶ Courses are taught by the program chair who began her educational journey in this program.



#### CONTACT INFORMATION

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