

# BUSINESS ADMINISTRATION

Whether your career goal is to start your own business; to work in private enterprise, a non-profit, or government agency, to advance your career in an existing business; or to continue your education at a four-year institution, the Business Administration program can be a stepping stone on your path to success. The program provides outstanding career opportunities by giving you skills you need to succeed.

## Degrees & Certificates Offered (Southwest Region):

Associate of Applied Science (AAS)  
Associate of Science (AS)  
Technical Certificate (TC)  
Certificate (C)

## Typical Careers:

Human Resources Assistants  
First Line Supervisors of Administrative Support Workers  
Bank Tellers  
Customer Service Representatives  
Shipping, Receiving and Traffic Clerks  
Insurance Claims and Policy Processing Clerks  
First Line Supervisors of Retail Sales Workers  
Sales Representatives  
Restaurant Assistant Managers



[IVYTECH.EDU/BUSINESS-ADMIN](http://ivytech.edu/business-admin)  
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

- ▶ Accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- ▶ AAS Business Administration students consistently score in the top 20% nationally in all areas of the Educational Testing Services (ETS) Major Field Test for Associate Degree Business Programs.
- ▶ Students are provided with the opportunity to network with business leaders in the community through a wide variety of activities like the Annual School of Business lecture series, Rotary Mentoring program, Old National Bank College to Career Track and Young Professionals Networking.
- ▶ Students learn from highly qualified faculty who all have MBAs and have a combined 45 years of practical work experience and 70 years of teaching experience.
- ▶ The AS Degree graduates have a pathway of transferability to four year state institutions of higher education through the T-SAP transfer program.



## CONTACT INFORMATION

Sherri Flynn - Program Chair  
Email: [sflynn@ivytech.edu](mailto:sflynn@ivytech.edu)  
Phone: 812-429-1458